



St Mary's Primary School is situated in Sale, within the Shire of Wellington, on the lands of the Gunaikurnai people. Sale sits on the edge of the vast Gippsland Lakes district, with a population nearing 19,000. It is home to a lovely café and restaurant precinct.

About the Role

St Mary's Primary School has an enrolment of 180. Our staff are supported to ensure a healthy work/life balance.

We are seeking a vibrant and professional **Administration Officer Finance** to join our team.

The Administration Officer is a primary customer service contact for the school, supporting the delivery of reception and administration for St Mary's Primary School. The administration team work collaboratively to support the principal and school community.

This is a 7-8 day fortnight position, commencing at 8.30am and finishing at 3.30pm during school term time only.

Commencement Date: 21 July 2025

DUTIES:

- Undertake administrative duties of the school office including:
 - a. Provide informed and friendly customer service to all students, parents/guardians and wider school community
 - b. Ensure school visitor processes are followed in line with school policy and Child Safety requirements as required
 - c. Provide administrative assistance to the Principal as directed
 - d. Provide administrative assistance to school staff as directed by the Principal
 - e. Attend to ill students and administer first aid as required
 - f. Assist with administration of student attendance data as required
 - g. Attend staff meetings when required
 - h. Other duties as directed by the Principal
- Undertake the accounts receivable function for the school including:
 - a. Receive and receipt monies payable to the school ensuring appropriate cash handling and banking procedures are maintained
 - b. Preparation and maintenance of school fee direct debit schedules
 - c. Administration of the application processes for Camps, Sports, Excursion Fund (CSEF), Conveyance Allowance and other applicable grants
 - d. Administration of school fee concessions
 - e. Administration of school fee debt collection
- Undertake the accounts payable function for the school including:
 - a. Processing of invoices for purchase of supplies for the school
 - b. Payment of invoices in a timely manner

- Administration of the payroll function for the school including:
 - a. Prepare and review fortnightly payroll variations to be submitted for central processing
 - b. Liaise with DOSCEL Secretariat School Payroll service regarding payroll and associated matters
 - c. Provide accurate information regarding payroll and associated matters to the Principal and other school staff
 - d. Distribution and collection of staff employment correspondence including employee letters of appointment, employment variations, long service leave, parental leave and resignations.
 - e. Maintenance of employee leave records
 - f. Assist with the collation of WorkCover Premium return data
 - g. Assist with the collation of Fringe Benefits Tax return data
- Preparation and maintenance of school financial records including:
 - a. Ensuring Fringe Benefits Tax return is lodged and applicable follow up completed
 - b. Review and lodge monthly Business Activity Statement
 - c. Enter data for bank reconciliations on a weekly basis for the general bank account and a monthly basis for all other school accounts including Parents and Friends account, credit card and, if applicable, term investments
 - d. Maintenance of school asset register
 - e. Collation of financial documents for annual financial reporting and external audit.

Benefits:

- Salary earning, \$56,019 - \$71,742
- Salary increases each January and July (Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022)
- Annual leave loading
- Salary Packaging
- Flexible leave day
- Parental leave – 16 weeks
 - Parental leave superannuation up to 52 weeks
- Dedicated support from school leadership
- Social events to create community with staff and families

Essential Knowledge and Experience

- Extensive experience with payroll/human resources functions
- Excellent interpersonal and communication skills
- Experience in financial procedures including accounts receivable and month-end reporting
- Sound knowledge of relevant accrual accounting practices
- Advanced computer skills and knowledge including experience in financial programs, Microsoft Word, Excel and Internet Applications.
- Strong organisational skills and ability to manage time effectively
- Ability to prioritise work
- Friendly and approachable manner
- Ability to work as part of a team whilst still accepting responsibility for your own tasks.

At St Mary's our students are at the centre of everything that we do. Since the school commenced, we have built a supportive learning community, excellent buildings and facilities whilst growing together to learn and foster strong partnerships with our parents and wider community.

Our team of dedicated teachers and education support staff work together to promote and provide a diverse range of learning opportunities aimed at developing the whole child, with a focus on their spiritual, academic, social, physical and emotional development.

Our school community is a welcoming and happy place where students will be nurtured to become independent and responsible learners who have the dispositions and skills equipping them to become active and adaptive citizens of the 21st Century.

Our staff demonstrate a commitment to Catholic education and to the safety and wellbeing of children. We welcome applicants with experience working within Catholic Education but also give a commitment to warmly welcoming new staff from other sectors or non-education backgrounds.

How to apply

Further information on this exciting opportunity and application process can be found by contacting Principal, Mr Brett Morris on 03 5144 1780 or principal@stmarysale.catholic.edu.au.

Applications are to include a one-page cover letter addressed to the Principal, CV and an application form which is available from the school's website. (www.stmarysale.catholic.edu.au) Applications are to be emailed to principal@stmarysale.catholic.edu.au.

Applications close **30th May 2025**. Please note: the interview process may commence prior to the closing date and, if a suitable applicant is found, the role may close early. We would encourage applications to be received as soon as possible to avoid disappointment.

St Mary's Primary school is committed to the safety, wellbeing, participation, and empowerment of children. Staff are required to adhere to the School's Code of Conduct, Child Safety Policy and Procedure, the Mandatory Reporting Policy and be committed to the safety and wellbeing of children.

The successful applicant must have the right to work in Australia, will be subject to background checks and required to provide a current Working with Children Check.