ST JOSEPH'S SCHOOL

P.O. Box 415 Guppy Street
PEMBERTON WA 6260
Phone: (08) 97761180
Email: admin@stj.wa.edu.au

POSITION: **Finance Officer**

STATUS: Part Time 0.5 FTE (21 hours)
(worked across a 3-day week) working 42 weeks of the year. Work weeks are during school term, plus two weeks prior to the commencement of Term 1, plus week 10 of Term 4.

TERM: Ongoing

START DATE: 01/01/2027

Position Details

St Joseph's School, Pemberton is a co-educational Catholic primary school providing a nurturing and inclusive learning environment for students from Kindergarten to Year 6. Located in the beautiful South West region of Western Australia, the school enjoys a strong sense of community, close parish connections, and supportive family engagement. Guided by Catholic values, St Joseph's School is committed to fostering excellence in education, faith, and pastoral care.

The successful applicant will be a diligent and dedicated professional with strong financial administration skills, a commitment to continuous improvement, and the ability to work collaboratively within a small school environment. This role is responsible for supporting the school's financial operations and ensuring compliance with relevant financial procedures and reporting requirements.

Selection Criteria

- Commitment to the values of St Joseph's School and the mission of Catholic Education.
- Extensive experience in bookkeeping, financial administration, and financial reporting.
- Experience in financial procedures including accounts receivable, accounts payable, preparation of Business Activity Statements (BAS), payroll support, and general ledger processing.
- Sound knowledge and demonstrated application of accrual accounting principles and practices.
- Excellent interpersonal, verbal, and written communication skills.

- Strong organisational skills and the ability to effectively manage competing priorities and deadlines.
- Advanced computer skills, including experience with financial management systems, Microsoft Office applications (particularly Excel), and web-based applications.
- A high level of professionalism, confidentiality, accuracy, and attention to detail.
- Initiative and the ability to work independently while contributing positively to a collaborative team environment.
- A friendly, approachable manner and commitment to providing excellent service to staff, families, and external stakeholders.
- Willingness to work collaboratively with the Principal, Leadership Team, Administration Team, and school staff.

Qualifications Required

- Relevant qualifications in Accounting, Bookkeeping, Business Management, or a related field would be highly regarded but are not essential.
- Demonstrated experience in school finance, bookkeeping, or financial administration.
- Applicants must be supportive of the objectives and ethos of Catholic Education.
- Eligibility to work in Australia.
- A current Working With Children Check.
- A Nationally Coordinated Criminal History Check issued by the Department of Education WA (or willingness to obtain prior to commencement).

Desirable

- Experience using Administration of Schools (AoS) and other CEWA systems.
- Experience working within a school or education environment.
- Accreditation to Work in a Catholic School (or willingness to obtain).

Applicants are asked to submit:

- A current Curriculum Vitae (CV) including contact details of two or three professional referees who can speak of your suitability for the role.
- A cover letter (1-2 pages) addressing their experience and suitability in relation to the selection criteria.

Applications should be emailed to ***louise.barber@cewa.edu.au***

Catholic Education Western Australia encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia. Applicants must be fully supportive of the objectives and ethos of Catholic education. In applying for this position you will be providing personal information to the School. This information will be used in order to assess your application for employment.