



ST JOSEPH'S SCHOOL ROCHESTER

Excellence in Education Provided in a caring Catholic Community

P.O. Box 230, Rochester 3561 Ph: 5484 1797 Fax 5484 3155
www.sjrochester.catholic.edu.au

St Joseph's will provide a child safe environment where all children have the right to be treated with respect and will be protected from harm

School Finance Officer 15 hours per week (2 days)

Thank you for your inquiry about the position of Administration/Finance Officer at St Joseph's Rochester

Please find attached the following material:

- Copy of the Position Description
- Application Form
- Pre employment Disclosure Questions

In making your application you are asked to respond to the criteria stated in the attached selection criteria and to include examples of current experience in fulfilling the main responsibilities.

If you have any further queries, please do not hesitate to contact the school by either phone or e-mail.

Applications should be forwarded to the Principal Peter Teggelove: principal@sjrochester.catholic.edu.au

Applications are due 4pm Friday 2nd October

Regards

Peter Teggelove
Principal

Finance Officer - Position Description

St Joseph's Primary School, Rochester is seeking applications for an Administration Officer to fulfill a range of duties. Salary and Conditions are in accordance with the Victorian Catholic Multi-Enterprise Agreement.

The position is for 15 hours per week over 2 days.

Applicants will need to demonstrate a commitment to Catholic Education and at all times respect the confidential nature of this position.

The successful applicant will be required to:

- Display initiative and creativity in all areas.
- Have the ability to work as a team member without constant supervision.
- Demonstrate the ability to prioritise work tasks whilst coordinating an efficient office routine.
- Perform other duties as directed by the Principal.

Duties are as follows:

- Be jointly responsible for the efficient conduct, general administration of the school office, which includes a significant role in financial management.
- Welcome and attend to visitors.
- Receiving and receipt monies payable to the School and following through with appropriate banking procedures.
- Assist the Principal in administrative matters.
- Attend staff meetings when required.
- Perform other duties as specified by the Principal.
- The successful applicant will be responsible to the Principal.
- Recognition that the above duties are carried out in an atmosphere of strict confidentiality.

The successful applicant may need to attend to the following financial requirements. Support and training will be offered should this skillset be required:

- Assist the Principal in the financial management of the school.
- Regular payment of accounts received by the School.
- The preparation of the fortnightly staff payroll and ensure the online payment takes place.
- Ensure that all staff superannuation payments are in order and forward on contributions within the prescribed time frame.
- Preparation of monthly financial statements, bank reconciliation, comparison with the budget and any other statements and statistics, including Business Activity Statement (BAS).
- Submit financial reports to the School Board.
- Organisation of the purchase of supplies for the School.

Diocese of Sandhurst

Application Form School Administration Officer

1. Personal Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Surname	Christian Names	Date of Birth
Home Address	<input type="text"/>	Postal Address	<input type="text"/>
Home Telephone	<input type="text"/>	Home Parish	<input type="text"/>
Work Telephone	<input type="text"/>	Parish Priest	<input type="text"/>
Email	<input type="text"/>		

2. Educational Details

Name of Institution Tertiary Education (Completed)	City/State	Years	Qualification
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Courses currently being undertaken			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give details of recent and relevant Professional Development

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3. Employment Details

Name of Current Employer	<input style="width: 100%;" type="text"/>			
Address of Current Workplace	<input style="width: 100%; height: 40px;" type="text"/>			
Telephone	<input style="width: 200px;" type="text"/>	Fax	<input style="width: 150px;" type="text"/>	
Past Employment				
Start Date	Date of completion	Employer	Suburb/town	Position
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

4. Two Referees (Verbal)

1 Name	<input style="width: 100%;" type="text"/>		
Address	<input style="width: 100%; height: 25px;" type="text"/>		
Work Telephone	<input style="width: 250px;" type="text"/>	Mobile	<input style="width: 250px;" type="text"/>
Relationship to self	<input style="width: 250px;" type="text"/>	Occupation	<input style="width: 250px;" type="text"/>
2 Name	<input style="width: 100%;" type="text"/>		
Address	<input style="width: 100%; height: 25px;" type="text"/>		
Work Telephone	<input style="width: 250px;" type="text"/>	Mobile	<input style="width: 250px;" type="text"/>
Relationship to self	<input style="width: 250px;" type="text"/>	Occupation	<input style="width: 250px;" type="text"/>

- .1 I certify that the information contained in this application form and accompanying documentation are complete and accurate. I understand that deliberate inaccuracies or omission may result in non-acceptance of this application and/or termination of contract.
- .2 I declare that there have been no substantiated allegations of professional misconduct against me or any criminal convictions which I have not disclosed or that I am not currently under investigation for professional misconduct.
- .3 I understand that a police record check may be carried out as a part of the selection process and I agree to this being undertaken.
- .4 I understand that the principal of Holy Rosary School reserves the right to approach referees other than those nominated.

Signature of Applicant: _____ Date: _____

Please return to: Peter Teggelove, Principal. principal@sjrochester.catholic.edu.au

Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If no, this will be discussed further if you are offered an interview.	

Applicant declaration

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.

Signature:

Date