



## **St Patricks Primary School, Gordon**

*Seeks the services of suitably experienced and qualified*

### **Business and Finance Officer**

***This role is ongoing with hours to be negotiated with the successful applicant. It is anticipated applicant would be employed for a minimum of 3-4 days per weeks.***

***The role is expected to commence on Monday, 10<sup>th</sup> November with school orientation prior to Diocesan training of school system from Monday, 17<sup>th</sup> November.***

St Patricks Primary School is a Catholic school that operates under the governance of the Diocese of Ballarat Catholic Education Limited (DOBCCEL) with a current enrolment of 81 students from Foundation to Year Six and 15 staff.

We are seeking a highly experienced and qualified Finance Officer to join our dynamic school community. The ideal candidate will possess extensive experience in financial management, budgeting, and reporting within an educational setting. You will be responsible for the school's financial oversight, ensuring compliance with relevant regulations, and providing strategic financial guidance to support school leadership. A proven track record of integrity, attention to detail, and strong analytical skills is essential.

The successful applicant will have a demonstrated commitment to Catholic Education and to the safety and wellbeing of children.

The successful applicant will be subject to a Working with Children Check (WWCC) and a National Police Record Check. Remuneration and conditions are as per the 2022 Catholic Education Multi Employer Agreement.

Further information for applicants including a detailed Role Description and Application Form for this position can be obtained from the school's website under the Employment Tab at <https://www.spgordon.catholic.edu.au>

Applicants are encouraged to view St. Patrick's Virtual Tour on our website and contact the principal for any further information.

Applications containing a personal letter, Curriculum Vitae and 3 referees should be forwarded to:

Mr. Paul McDowell

Principal  
St. Patrick's Primary School  
1564 Old Melbourne Road  
Gordon, Vic. 3345  
or via email to [principal@spgordon.catholic.edu.au](mailto:principal@spgordon.catholic.edu.au)

Applications close Friday, 3<sup>rd</sup> October

Enquiries: Phone (03) 5368 9495

*St Patricks Primary School community promotes the safety, wellbeing and inclusion of all children.*