



St Mary's College Broome

Application for the position of

Finance Officer

To commence 8 November 2021 to 1 July 2022

Name: _____

1. Please fill in **ALL** sections of this form, even if you wish to attach Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position **AND** any other relevant information you may wish to include.
3. Please submit applications as an attachment to an email addressed to the Principal, Mrs Carol Bell at the following address, Annette.Jooris@cewa.edu.au
Your application will be acknowledged by return email. Applications close **12 noon on Friday, 22 October 2021**
4. The Principal reserves the right to seek information from people not listed in your application, unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.
6. In applying for this position, you will be providing St Mary's College Broome with personal information. By submitting this application, you agree that we may store this information for as long as necessary.
7. We will not disclose this information to a third party without your consent.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for as long as necessary.
9. Selection Criteria and Qualifications required are included as an attachment to this document.

1. **Name:** _____
(Surname) *(Christian name)* *(Title)*

Address: _____

_____ Postcode: _____ Home **Phone:** _____

Mobile: _____

Business Address: _____

_____ Postcode: _____ Work **Phone:** _____

Email: _____

Date of Birth: _____

2. **Religion:** _____ **Parish:** _____ **Priest/Minister:** _____

3. **Working with Children Card No.:** _____ Copy attached: Yes or No

4. **Education**

Date	Institution	Qualifications

5. **Employment**

Date	Employer	Position

6. REFEREES

Professional:

Name: _____

Position: _____

Address: _____

_____ Postcode: _____ Telephone: _____

Mobile: _____

Name: _____

Position: _____

Address: _____

_____ Postcode: _____ Telephone: _____

Mobile: _____

Character:

Name: _____

Address: _____

_____ Postcode: _____ Telephone: _____

Mobile: _____

7. VACANCY

How did you hear about the job advertised here at St Mary's College (IE Seek, CEWA, newspaper, St Mary's College website)?

I certify that all the information provided is true and accurate.

Signature of Applicant: _____ **Date:** _____

ATTACHMENT 1

Selection Criteria for Finance Officer

Accountability

- Processing accounts and incoming payments in compliance with financial policies and procedures
- Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts data
- Preparing bills, invoices and bank deposits
- Verify discrepancies and resolve any receivables and payables issues
- Assist Business Manager with audit & reporting requirements as required.
- Assist Business Manager with Family billing and College fee statements, including Centrepay deposits.
- Assist Business Manager with printing and mailing of Family statements
- Review Family Debtor collections as required.
- Assist Business Manager with general fee enquiries as required
- Processing of Sundry Debtors
- Bank reconciliations for College bank accounts
- Provide admin support to Business Manager as required
- Provide clerical support as required by Business Manager.

Qualifications Required:

- Current Working with Children Check
- Nationally coordinated Criminal History Check

Applicants should submit the following documentation as support to their application.

- Cover letter
- Curriculum vitae including the names and contact numbers of referees.
- Application Form - only the College application form is to be used.
- Statement addressing the selection criteria.
- Copies of relevant qualifications.
- Please submit applications as an attachment to an email addressed to the Principal, Mrs Carol Bell, at the following address Annette.Jooris@cewa.edu.au

Your application will be acknowledged by return email.