



FINANCE OFFICER

We are seeking an outstanding and enthusiastic Finance Officer (College Fees) to join our team at St John Bosco College.

This position is a full-time (44 weeks, Level 5) temporary position, with the possibility of ongoing, commencing as soon as possible and concluding on October 10, 2025.

St John Bosco College is a Catholic co-educational College in its tenth year of operation. The College is situated in Piara Waters, a southern suburb of Perth, Western Australia. We commenced in 2015 with students from Kindergarten to Year 2. In 2024, we have 1200 students from Pre-Kindergarten to Year 11, as well as an OSHC facility and an Aboriginal Families as First Educators Playgroup. In 2025, we will grow to a Pre-Kindergarten to Year 12 College. Our innovative building design has a focus on shared, flexible learning spaces which support best practice, 21st century teaching and learning methods. Our outstanding facilities include an Early Learning Centre, Junior Primary and Upper Primary studios, grass play areas, junior and senior ovals, soccer and hockey pitch and multi-purpose hard court play areas, enclosed Assembly Space, library, Science Learning Centre, a two-storey Arts and Technology Learning Centre, Middle Learning Centre, dedicated Administration and ample parking. In 2024, we opened our College Sport and Recreation Centre and a new two-storey Secondary Learning Centre, with construction on our College Cafeteria planned for later in the year.

The College motto **“JOY IN LEARNING”** is strongly exemplified in the person, life and teachings of our patron, St John Bosco. Our vision for this new Pre-Kindergarten to Year 12 College is creating a flourishing environment in which every student can experience the joy in learning and thrive in a Catholic learning community, where development of the whole person is of utmost importance. The mission of staff is nurturing our students so that they can become successful learners, confident, creative, and active informed citizens, who are able to contribute positively to society. Our philosophy of education at St John Bosco focuses on the image of the child, the learning process, the environment, partnerships and community.

Selection Criteria

- A strong commitment to the Catholic ethos of Catholic Education and St John Bosco College and a willingness to promote and support Catholic values as a member of the Bosco community.
- Be a creative, flexible and enthusiastic Finance Officer who will work collaboratively as part of a team.
- Demonstrated ability to work independently, to prioritise work, take initiative and meet deadlines.
- Demonstrate the capacity and enthusiasm to build community by participating fully in College activities in collaboration with staff, parents, students and the St Francis Xavier Parish.
- A commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.
- Undertake Child Protection Procedures and Mandatory Reporting training on an annual basis.
- Demonstrate a high degree of professionalism and excellent communication and organisational skills, respecting confidentiality requirements.
- This position is primarily responsible for the financial processing of College Fees and work collaboratively within the Finance and Administration Teams.
- Provide expertise in financial matters, assisting the Dean of Finance and Dean of Business in the day-to-day financial management.
- Generate all invoices including College fees, scholarships, concessions, associated charges and sundry items and be the first point of contact for all queries relating to billing accounts.
- Prepare and maintain College fee direct debit and credit card payment schedules.
- Administer College fees collection, including record keeping off all meetings and correspondence with families and regular follow up with families in regard to outstanding College fee accounts.
- Apply receipts to debtor accounts and families.
- Receive and receipt all money payable to the College, including Friend's (P&F) fundraising, ensuring appropriate cash handling and bank procedures are maintained.
- To be responsible for posting all BPAY, DD and EFT bank transactions to the AOS computerised accounting system and producing monthly bank reconciliations
- To be responsible for dealing with all aspects of income for College excursions and other activities.
- Ensuring banking is undertaken in an appropriate manner, including settling of EFTPOS machines and balancing cash tills.
- Process College Fee enrolment deposits and application fees.
- Work collaboratively with the Administration Team providing relief assistance at student services, reception, uniform shop and enrolments department when required.
- Assist with providing informed and friendly customer service to all students, caregivers, staff, suppliers and visitors.

Qualifications Required

- A willingness to complete Accreditation requirements as specified by Catholic Education WA.
- Experience in a College environment using AoS (Dynamics 365 - Finance and Operations & School & Student Management).
- Advanced level of computer skills and knowledge including experience in financial programs, Microsoft Excel, Word and Internet applications.
- Financial Training and/or AOS Experience in a College environment.
- First Aid.

On appointment, successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post web site at <http://apps.nowwhere.com.au/austpost/postofficelocator/>. An application for a WWC must be made in person.

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.

Further Information

All queries should be directed to the Dean of Finance, Mr Steve Johnson on (08) 9234 9629 or steve.johnson@cewa.edu.au.

To Apply

Applicants must submit an application form and a letter of application, explaining your reasons for applying for this position by addressing the selection criteria required to be involved in a Foundation College. This must be addressed to the Principal, including the names and contact numbers of three referees, one of whom must be the current employer.

Applications may be obtained from the College website and all required information forwarded to:

The Principal St John Bosco College.

Via Post: PO Box 4110, Harrisdale WA 6112

By Hand: 170 Monticello Parkway, Piara Waters WA 6112

By Email: employment@stjohnbosco.wa.edu.au

Applications Close: Friday October 18, 2024