



Catholic Education Sandhurst Limited

Diocese of Sandhurst

COMPLIANCE ASSISTANT

Catholic Education Sandhurst Limited (CES Ltd) has an exciting opportunity for a Compliance Assistant to join the Strategy, Risk and Governance team.

This position will be responsible for providing administrative support and engendering a culture of compliance within CES Ltd. Supporting the Compliance and Risk Advisor with raising awareness of risk issues and to provide support and advice to reduce risk across CES Ltd work locations and operations.

We can offer you:

- The opportunity to work with a friendly and collaborative team.
- Generous leave provisions. (6 weeks plus public holidays).
- Excellent professional learning support opportunities.
- The opportunity to be based in either Bendigo, Tatura, or Wangaratta.
- Remuneration of \$74-\$79K plus superannuation.

You will have:

- Tertiary qualifications at Certificate 1V or higher.
- A keen interest in compliance and risk management.
- Administration experience with a strong attention to detail.
- Well-developed communication skills and experience in creating presentations for training.

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across 7 key divisional areas, supporting over 50 schools within the Sandhurst Diocese and is based across Bendigo, Tatura, and Wangaratta. We are a supportive and friendly team who are committed to working collaboratively with our schools to achieve the best outcomes for our students.

**Closing Date for Applications:
4.00 pm Friday 7 October 2022**

For more details about the role please download the position description from www.ceosand.catholic.edu.au
Please email your cover letter, resume and your responses to the key selection criteria to recruitment@ceosand.catholic.edu.au



CES Ltd embraces diversity and social inclusion
and encourages people from diverse backgrounds to apply.

We are committed to promoting the safety, wellbeing, and inclusion of all children.