



# Catholic Education Sandhurst Limited

## Diocese of Sandhurst

### FINANCE AND ADMINISTRATION COORDINATOR (Schools)

Catholic Education Sandhurst Ltd (CES) has an exciting opportunity for a Finance and Administration Coordinator to join the Finance team. This position provides support to school staff to ensure current accounting processes are effective, supported by relevant documentation, and ensure that appropriate authorisation processes are followed.

#### We can offer you:

- The opportunity to work with a friendly and collaborative team.
- Generous leave provisions (6 weeks plus public holidays).
- Hybrid working arrangements.
- The opportunity to be based in either Bendigo, Tatura, or Wangaratta.
- Remuneration of \$84K plus superannuation.
- Provision of a fully maintained motor vehicle.

#### You will have:

- Certificate IV in Business.
- Minimum of 5 years' experience in a financial, accounting, or payroll administration role.
- An understanding of Industrial Agreements.
- Experience in the preparation and submission of BAS and AFS.
- Well-developed communication skills.

The Catholic Education Office Sandhurst (CEOS) Team comprises approximately 100 employees working across seven Functions, supporting over 56 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:

**5.00 pm Wednesday 14 December 2022**

For more details about the role please download the position description from [www.ceosand.catholic.edu.au](http://www.ceosand.catholic.edu.au).

Please email your cover letter, resume and responses to the key selection criteria to [recruitment@ceosand.catholic.edu.au](mailto: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.