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*Are you passionate about customer service, finance and payroll, supporting a dynamic education team and school community?*

## **FINANCE & ADMINISTRATION OFFICER**

*St Mel's is a proud Catholic Education Community striving, learning and achieving together, through Christ our Light.*

St Mel's is a welcoming, diverse, and rewarding place to work with an enrolment of 263 students where the community embraces people from all cultural and linguistical backgrounds.

St Mel's Primary School Shepparton is seeking a reliable and well organised finance and administration officer with expertise to support the financial and administrative operations and compliance reporting of the school.

**This position is offered as a part time 0.85 FTE ongoing position to commence on**

**Monday 24 January 2022**

As the Administration Officer for St Mel's Primary School, you will have a variety of duties from the provision of administrative functions, finance and payroll coordination, supporting school staff and St Mel's Learners wellbeing.

For more details about the role please download the position description [click here](#)

Please email your cover letter with the contact details of 3 referees together with your CV addressing the key selection criteria to:

**Mr Christopher Summers**

E: [principal@smshepparton.catholic.edu.au](mailto:principal@smshepparton.catholic.edu.au)

St Mel's Catholic Primary School, Shepparton

**Applications close: 4:00 pm Wednesday 24 November 2021**