

# FINANCE & ADMINISTRATION OFFICER

## Part Time - Bendigo



Sandhurst  
Catholic Early  
Childhood Education  
& Care Ltd  
*Peace & Goodness*

We are looking for an innovative Finance and Administration Officer with the expertise to support the financial and administrative operations within Sandhurst Catholic Early Childhood Education and Care Ltd.

This is an exciting, rare opportunity to develop and showcase your financial administrative acumen in a dynamic and growing organisation.

Our ideal candidate will have.

- Understanding of and willingness to work within the Catholic ethos
- Tertiary qualifications in accounting, business, commerce or equivalent
- Experience and competence in administration, finance, and accounting
- Experience and competence in the interpretation and application of early childhood legislation and compliance requirements

### Sound interesting?

Then take the next step, download the position description  
[www.ceosand.catholic.edu.au/employment](http://www.ceosand.catholic.edu.au/employment)

for more details about the role and send your cover letter, CV  
and address the Key Selection Criteria to:

[applications@ceosand.catholic.edu.au](mailto:applications@ceosand.catholic.edu.au)

**Closing Date for Applications:  
4.00 pm Monday 12 July 2021**

For further information, please contact Carla Jeffrey

E: [cjeffrey@ceosand.catholic.edu.au](mailto:cjeffrey@ceosand.catholic.edu.au)

*Sandhurst early learning centres are committed to promoting the safety,  
wellbeing and inclusion of all children*

