



## Finance and Administration Officer

- *Live and work in beautiful Myrtleford*
- *Opportunity for experienced administrator with finance and payroll experience*
- *Be a part of the St Mary's Primary School community*

Catholic Education Sandhurst Limited are seeking applications for the role of Finance and Administration Officer to support our Primary School in Myrtleford.

Myrtleford is nestled in the Ovens Valley, a close-knit community popular for food, wine and adventure lovers.

This role is dynamic providing assistance in all areas of finance, payroll, funding, enrolments, accounting, and general administration support.

We are looking for candidates to join our team that have:

- Exceptional organisational and administration skills
- Experience and competence in using accounting and/or payroll systems
- Excellent analytical and time management skills, and
- Highly developed interpersonal and communication skills

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 and resume addressing the key selection criteria to:

Kitty Hancock, [khancock@smyrtleford.catholic.edu.au](mailto:khancock@smyrtleford.catholic.edu.au)

**by Monday 22 November 2021**

***Sandhurst schools are committed to promoting the safety, wellbeing,  
and inclusion of all children.***

***CES Ltd embrace diversity and social inclusion and encourage people from  
diverse backgrounds to apply.***