



Something Beautiful for God

ST HELENA'S CATHOLIC PRIMARY SCHOOL ELLENBROOK

FINANCE OFFICER (FULLTIME)

St. Helena's Catholic Primary School, Ellenbrook is seeking an enthusiastic person who enjoys working with children, parents and staff and have the following criteria:

- Experienced in the use of Maze administration software and Microsoft Office Products. (Preferred)
- Proficient in monitoring and managing the financial and budgetary operations of the school or similar role.
- Excellent interpersonal and organizational skills
- Ability to work alone or collaboratively.
- Ability to display initiative and flexibility.
- Ability to maintain confidentiality at all times

Applicants must be fully supportive of the objectives and ethos of Catholic education.

Applicants must address the above criteria and submit with their curriculum vitae, addressed to the Principal, St Helena's Catholic Primary School, 55 Fortescue Place, Ellenbrook including the names and contact numbers of three referees, one of whom must be the current employer. On appointment successful applicants will require a Working with Children Check.

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australian Post Outlets throughout the State. A list of participating Australian Post outlets can be found on the Australia Post web site at www.austpost.com.au/workingwithchildren. An application for a WWC must be made in person.

Closing date: 6 November, 2009