



FINANCE OFFICER

Founded in 1866 by Saint Mary MacKillop and Fr Julian Tenison Woods, the Sisters of Saint Joseph of the Sacred Heart operates as a registered charity with central offices in Sydney, regional offices across Australia, New Zealand and Ireland and a presence in some other countries.

We currently have an opportunity for an experienced finance officer to join the WA office in South Perth on a permanent part time basis, commencing early May 2024. Together with the Office Administrator, this role is responsible for undertaking financial and general administrative duties in the WA office. The role works closely with the Office Administrator in ensuring that effective and efficient support is provided to the WA Councillors/CentreWest Regional Leadership Team Members and the Sisters in WA. The role closely interacts with the Regional Finance Officer, located in Adelaide, SA and the Congregational Administration Services (CAS) team in North Sydney.

Whilst you do not need to be a finance expert, you need to have an understanding of financial processes/key principles and also have experience working in an administrative role. If you like to work in a small, dedicated team, then this role is for you. This role is for 15 hours per week and we can offer flexibility in the days and hours worked.

We value and respect children and are committed to the safety of children. We have a zero tolerance for adult and child abuse or mistreatment. Applicants are encouraged to read our Adult and Child Safeguarding Commitment Statement which is contained on the SOSJ website under the heading of 'Safeguarding'.

KEY RESPONSIBILITIES:

- Manage the WA administration email inbox.
- Process invoices, obtain approval and send them to the Regional Finance Officer for processing and assist and provide support with the preparation of budgets and financial forecasting for the WA office.
- Assist with processing expense claims.
- Assist with motor vehicle administration and managing maintenance matters for WA properties.
- Manage the receipt of stipends for WA sisters and record and receipt banking.
- Check and process monthly pension reports and other payments for WA sisters and send to Finance Officer for processing.
- Assist with requests and queries from sisters, staff and visitors (in person and by telephone) including basic support with the use of iPhones and iPads, if required.

REQUIRED SKILLS AND EXPERIENCE (SELECTION CRITERIA):

- Formal qualification in finance or administration and/or equivalent work experience in a similar role with a good understanding of basic finance/accounting processes.
- Excellent attention to detail.
- Excellent interpersonal skills and ability to work with a range of stakeholders.
- Demonstrated ability to work independently and as part of a small team.
- Intermediate Microsoft Office skills and experience with financial systems.

Successful applicants will be required to obtain and hold a valid State based Child Compliance Check.

For further information about the Sisters of Saint Joseph, please visit www.sosj.org.au. For more information about the role and/or to obtain a position description, please contact Human Resources via hr@sosj.org.au. Applications, which need to include a cover letter outlining your suitability for this role (based on the above selection criteria) and a CV (resume), should be submitted via email to hr@sosj.org.au by **COB 15 April 2024**. We will commence interviewing for this role immediately.