### College Blue Crest_No BG.jpgMarian College

304 Barkly Street

ARARAT VIC 3377

Phone (03) 5352 3861

[www.mcararat.catholic.edu.au](http://www.mcararat.catholic.edu.au)

[principal@mcararat.catholi.edu.au](mailto:principal@mcararat.catholi.edu.au)

Marian College Ararat

Application Information

Position: Finance Officer

Closing Date

4.00pm, 22nd March 2024

Dear Applicant

Thank you for applying for a position at Marian College Ararat. This information will assist you with your application. This information includes:

1. Position description.
2. Key Selection Criteria
3. Child Protection and Safety
4. Application for Employment
5. Pre-Employment Disclosure Questions
6. Applicant declaration
7. Application process

Please note.

* Application closes at 4.00pm on 17th November 2023. An application letter, Resume and Application for Employment form (attached) should be emailed to the Principal - [principal@mcararat.catholic.edu.au](mailto:principal@mcararat.catholic.edu.au)
* Your application will be acknowledged, and a copy of the Marian College Employment Privacy Policy will be forwarded to you.
* After applications close, you will be advised if you have been successful in securing an interview for this position.

In fulfilling Marian College Ararat’s obligation to Ministerial Order 1359, Child Protection and Safety, it is a legal requirement to obtain information about a person who it proposes to employ to perform child related duties:

* Working with Children Check
* National Police Record Check
* Proof of personal identity and any professional or other qualifications
* The person’s history or work involving children.

Any information provided by you in connection with your application for employment may be checked by Marian College with relevant authorities, previous employers, referees, or sources. By making an application for this position you consent to these pre-employment checks.

For any further information in relation to the position, please contact Leonie McGuckian Business Manager on the phone 53523861.

Yours sincerely,



Mrs. Carmel Barker

Principal

**Position Description**

**Job Title**: Finance Officer

**Tenure:** Ongoing

**Commencing**: Term Two 2024

**Load:**  Part time FTE 0.20

**Remuneration**: Education Support Level 3

**Key Selection Criteria:**

In support of your application, please include evidence of your capacity and potential to meet the following criteria:

|  |  |
| --- | --- |
| **Key Selection Criteria for Marian College** | |
| Understanding of  Catholic Education | * An understanding of the ethos of a Catholic school and its mission. |
| Commitment to  Child Safety | * An understanding of child safety * An understanding of appropriate behaviours when engaging with children * Familiarity with legal obligations relating to child safety (e.g., mandatory reporting) * Be a suitable person to engage in child-connected work |
| Experience | * Extensive experience in accrual accounting. * A high level of knowledge and expertise in Finance, ideally within an educational setting. * Creating monitoring and reporting on budgets. |
| Skills/Attributes | * Expertise with Microsoft office applications, specifically Excel. * Experience in undertaking office finance functions such as bank Reconciliations. * A proven capacity to work independently and effectively in the face of changing priorities, deadlines, and pressures. * Excellent interpersonal and communication skills and the ability to liaise and communicate effectively with others. * Good oral and written skills, including ability to communicate with children, parents, and the school community. |
| Qualifications | * Formal Accounting/Business qualifications to minimum Bachelor degree level desirable; or * Demonstrated experience in a similar role. |

**Finance Officer**

|  |
| --- |
| **Location: Marian College Ararat** |
| **Classification: Finance Officer** |
| **Reports to: Principal, Business Manager** |

|  |  |
| --- | --- |
| **STATEMENT OF DUTIES** | |
| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies, and procedures. |
| **Finance Officer** | The Finance officer works under the direction of the Business Manager for financial and administrative support, working collaboratively with staff, students and their families, and the wider community.   * Monitor and review annual budgets for income and expenditure. * Assist Business Manager with preparing faculty budget accounts for distribution to Curriculum Leaders. * Assist Business Manager with preparation and maintain standard internal financial reports for presentation to the Principal, Finance Committee, the Stewardship Council and other individuals and groups as required. * Liaise with and prepare financial returns and statements for College and Brigidine authorities, the Catholic Education Office, State and Commonwealth Governments (including the AFS). * Assist with the College audit by furnishing all necessary documents and maintaining accurate records and reconciliations.   **Administration**   * Ensure conformity with all Awards and Agreements applicable to all College Staff with regards to payroll, taxation, superannuation and Workcover and other relevant legislation, and to ensure that appropriate records for these activities are kept. |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children. * Be a suitable person to engage in child-connected work. * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. * Assist in the provision of a child-safe environment for students. * Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal. * Demonstrate professional and collegiate relationships with colleagues. * Other duties as directed by the Principal. |
| **Skills/Attributes** | * Ability to work as part of a team. * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents, and the school community. * Ability to develop and maintain strong working relationships with key stakeholders. * Capacity to work to tight timelines. * Proven capacity to work independently. * Sound organisational skills including strong attention to detail. * Proven time-management skills. * Self-motivation |

**Child Protection and Safety**

|  |
| --- |
| Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child’s exposure to family violence.  Marian College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. |
| This Child Protection Program is made up of work systems, practices, policies, and procedures designed to maintain a child safe environment and to embed an organisational culture of child safety within the College community. The Program deals specifically with child protection issues and is designed to ensure compliance with the Victorian Child Safe Standards and related child protection laws. Broader child safety issues arising from our common law duty of care are dealt with through our[Student Duty of Care Program](https://mcararat.cspace.net.au/StudentDutyofCare). |

With the implementation of Ministerial Order 1359 relating to Child Protection and Safety in July 2022 Marian College Ararat, in conjunction with Kildare Ministries and the Catholic Education Office, Ballarat, commenced the process of introducing and imbedding child protection and safety policies and procedures throughout the College and associated community.

**Application for Employment –** *Finance Officer*

Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

* Working with Children Check status, or similar check
* proof of personal identity and any professional or other qualifications
* the person’s history of work involving children
* references that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment for the position advertised in

|  |  |  |
| --- | --- | --- |
|  |  |  |
| (Newspaper, Website, etc) |  | (Date) |

**Expression of interest for Employment –** *Finance Officer*

Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

* Working with Children Check status, or similar check.
* proof of personal identity and any professional or other qualifications
* the person’s history of work involving children.
* references that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees, or sources. By signing or submitting this form you consent to these pre-employment checks. The information provided will be treated in accordance with the Privacy Act 1988 (Cth).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL** | **TITLE** | **GIVEN NAME(S)** | | **SURNAME** |
| **MR MRS MISSMSOTHER** |  | |  |
| **ADDRESS** | | **PHONE NUMBERS** |  |
|  | | **Home** |  |
| **Mobile** |  |
| **Work** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | **QUALIFICATIONS ATTAINED** | **YEAR COMPLETED** | **NAME OF INSTITUTION** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
| **CURRENT EMPLOYMENT)** | **CURRENT PLACE OF EMPLOYMENT** | | | **POSITION** |
|  | | |  |
| **ADDRESS OF CURRENT PLACE OF EMPLOYMENT** | | | **PHONE NUMBER** |
|  | | |  |
| **DATE BEGAN** |
|  |
| **DUTIES :** | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  **PREVIOUS EMPLOYMENT** | **EMPLOYER’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***(Note: You must list all previous employers. If more space is required, attach a separate sheet)*** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VOLUNTEER WORK**  **PREVIOUS EMPLOYMENT** | **ORGANISATION’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)*** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFEREES** | **NAME** | **POSITION** | **SCHOOL/COMPANY** | **PHONE NUMBER** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Pre-Employment Disclosure Questions** that be person suitable to work with

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

|  |
| --- |
| 1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?** |
| NO YES |
| If yes, please provide details: |
|  |
|  |
|  |
|  |
|  |
|  |
| 1. **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?** |
| NO YES |
| If yes, please provide details: |
|  |
|  |
|  |
|  |
|  |
| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| NO YES |
| If yes, please provide details: |
|  |
|  |
|  |
|  |
|  |
| 1. **Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?** |
| NO YES |
| If no, this will be discussed further if you are offered an interview. |

**Applicant declaration**

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any willfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding   
Catholic Education.

# Signature Date

Please email to the Principal: [principal@mcararat.catholic.edu.au](mailto:principal@mcararat.catholic.edu.au)

Your application should include:

1. A brief cover letter of application to the Principal of Marian College outlining:

- The reasons for your application;

- Your suitability for the role;

- Your response to the specific school needs

(This should be no more than one page long).

2. Additional information - Resume

Please include the following details:

* + Your personal details
  + Education
  + Relevant training and courses/qualifications
  + Employment record
  + Three nominated referees

3. Completed ‘Application for Employment’ form.