

Finance Officer - Payroll

Application Package



Applications Close: Wednesday 23 April 2025 at 9.00am

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to coordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

Mount Carmel College is an Early Learning Centre - Year 10 Catholic girls school located in Sandy Bay, Hobart, just a few minutes from the city centre.

The College has a rich history, beginning when Mount Carmel Primary School was founded in 1942 by the Sisters of Charity in View Street, Hobart. In 1947, it relocated to its current site, merging in 1957 with St Joseph's College (founded in 1847) to become Mount Carmel College as a Kindergarten to Year 12 school in the Catholic tradition. Today, in what has been reshaped as an Early Learning Centre - Year 10 College offering a vibrant learning community, we are committed to the development of the whole person: spiritual, academic, social-emotional and physical.

At Mount Carmel College we strive to ensure that our students are nurtured, challenged and cared for. Individuals are encouraged to develop their potential, live their faith and contribute to shaping a socially just

society with courage, confidence and integrity. Our goal, working in partnership with parents, is to support our students' educational journey, inspiring them to flourish, to celebrate their many talents and to become advocates of peace and justice.

Generations of young people have had their lives, values and characters shaped through their experience of participating in the life of the College community. We work actively to continue the Charity ethos and traditions in the 21st Century through our commitment to first class learning programs, quality pastoral care, religious education and social justice programs which inspire our students to grow in independence. The students who attend this College inherit the rich tradition of the Church and the legacy of the Sisters of Charity. Our goal is that they learn to actively participate in shaping their world.

Situated in Sandy Bay, Hobart, Mount Carmel's beautiful setting and outstanding facilities provide an inspiring environment for all students. The College enrolls boys and girls in its Early Learning Centre, and enrolls girls from ELC to Year 10. It supports girls to take intellectual risks and to focus on excellence in achievement. The size of our College, approximately 580 students, is a significant factor in its success. It is just the right size to enable a strong sense of belonging. We understand that girls will thrive in a learning environment where they are known, valued and affirmed.

What makes our College unique is our community of people, our dedication to excellence and our focus on student wellbeing. Our College's commitment to "nurture, challenge and care" is seen in action every single day. Working in close relationship with our families, we enable each student to develop the skills for life-long learning: creative and flexible thinking, resilience, empathy, generosity of spirit and an understanding of their spirituality. Our students are encouraged to identify and pursue academic excellence and to actively partake in sporting endeavours, cultural pursuits and social justice initiatives. Our commitment as educators is to walk with our students on their learning and faith journey, encouraging the students in our care to achieve their full potential. We are constantly challenged to consider new ways to improve our practice in the pursuit of excellence.

We are extremely proud of the College's comprehensive curriculum, excellent facilities and resources, learning support programs, dedicated teaching and support staff, co-curricular activities, pastoral care structures and social justice initiatives. As a community we are committed to ensuring that our students experience a faith-filled education where their talents and efforts are acknowledged, where they are supported to achieve excellence and where they are nurtured to flourish as individuals. The success of the College is due to the hard work and dedication of many people - staff, families, students, and community members - all of whom give life to our mission as a Catholic school in the Charity tradition. It has been characterised by a strengthening of spirituality and of the learning culture in the College.

Role Description

Role title:	Finance Officer - Payroll
Classification:	Business Services Level 4
Line Manager:	Business Manager
Key relationships:	Principal, staff, students, parents, contractors, suppliers, CET staff, external suppliers

Role Accountability

The Finance Officer - Payroll is primarily accountable for efficiently and effectively undertaking a range of tasks associated with payroll and personnel records to support the effective running of the College and providing support for the College's finance function. The role also supports the College Business Manager and other Finance staff in the areas of accounts receivable, accounts payable and reconciling the general ledger.

The Finance Officer - Payroll works with broad direction, providing strategic and specialist advice in the area of responsibility to improve effectiveness and performance, and using discretion, judgement and initiative in performance of the role.

Within the role, the Finance Officer - Payroll supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff members of the College community to assist students to achieve enhanced learning outcomes.

The Finance Officer - Payroll is responsible to the Business Manager/Principal. The role assumes a high level of payroll expertise. The Finance Officer is expected to work autonomously and exercise judgement and discretion in dealing with a range of complex tasks and situations.

Catholic Education Tasmania Requirements

As an employee in Catholic Education Tasmania,

- you must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- you must be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic School

Key Result Areas

- Provide assistance to the Business Manager through maintenance of the College's payroll and personnel records and databases
- Accurately interpret and apply award, legislative and College policies and procedures.
- Undertake the accurate, efficient and effective processing of all transactions relating to payroll processing, including new employments, terminations and all personnel movements, superannuations, PAYG and other disbursements.
- Maintain associated records relating to sick leave, annual leave, long service leave and other leave.
- Provide advice and assistance to managers and staff on a diverse range of human resources services, particularly those associated with payroll issues and employee entitlements.
- Provide advice to the Business Manager on interpretation of the award, legislative and College policies and procedures.
- Ensure strong systems of internal control of the payroll processes that provide rigor and align to relevant accounting, financial standards and legislative requirements.
- Prepare and lodge payroll and superannuation reports, files and payments to the relevant bodies.
- Prepare and present reports / submissions for the Business Manager and College Leadership Team and respond to queries.

- Assist external auditors with queries related to payroll expenses, tax withheld and superannuation reconciliations.
- Perform routine reconciliations on PAYG withholding, superannuation payable, salary sacrifices, withholding reconciliations etc.
- Process monthly superannuation.
- Assist with preparing employment contracts and associated correspondence.
- Preparing and maintaining staff files, including updating College and CET databases.
- Supporting the College's onboarding/offboarding, ensuring that all necessary compliance requirements are met.
- Assist with the College's accounts receivable and accounts payable functions.

Personal Capabilities

- Knowledge and experience in coordinating either business administration and finance functions or developing and implementing strategies in a busy environment with competing demands.
- Proficient with office equipment and technology and use of Microsoft Office and Google suite of applications.
- Able to work independently with broad direction.
- Highly effective administrative and decision making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated professional integrity.
- Able to work collegially in a team environment.
- Able to apply high-level communication skills, both verbally and in writing to a wide range of people.
- Excellent time management and organisational abilities.
- Demonstrated accuracy and attention to detail.
- Reliable and dependable.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative and to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information and matters.
- Able to undertake research data analysis.
- Able to manage and resolve conflict in a constructive manner.

Evidentiary Requirements

Essential

- Valid Working with Vulnerable People Registration
- Accreditation A: Accreditation to work in a Catholic school, or willingness to work towards
- Current and satisfactory National Police Criminal History Check
- A Cert IV or higher in Business Services, Accounting or equivalent relevant experience

Desirable

- Tertiary qualifications in Accounting or other relevant discipline
- Current first aid qualification
- Current Tasmanian vehicle drivers license

Environmental Conditions and Physical Demands

The Finance Officer - Payroll role is located in a busy office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The Finance Officer - Payroll uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

Appendix 1 - Standard Role Requirements For All Positions

Team effectiveness and collaboration

- Support and assist staff and management teams to deliver effective outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to achieve effective outcomes.
- Develop positive relationships with colleagues and other members of the school community.
- Maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings, school events and activities.
- Respect and protect staff, student and family privacy and confidentiality.

Personal effectiveness

- Demonstrate professional integrity.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web or other specialised software.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including: – take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace; and
 - contribute to safe systems of work.
 - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

Additional Position Information

Start Date:	Immediate start - to be negotiated with successful candidate
Tenure:	Ongoing 1.0FTE 38 hours per week 6 Months Probation
Location:	Mount Carmel College, 361 Sandy Bay Road, Sandy Bay 7005
Hours of Work:	8.00am – 4.00pm, Monday to Friday
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2025
Remuneration:	Business Services Level 4 \$82,200 – plus 11.5% superannuation

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- Signed and dated Pre-Employment Check Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Succinctly addressed the Key Result Areas (KRA's) and Personal Capabilities in the Role Description
 - When addressing the KRAs describe how your personal capabilities, knowledge and experience demonstrate your ability to undertake the role (2 typed A4 pages is sufficient)
- Included any other relevant information you wish to submit

Applications are to be addressed to Megan Richardson, Principal, Mount Carmel College and forwarded electronically by **9.00am on Wednesday 23 April 2025** to principal@mountcarmel.tas.edu.au

Upon receipt of an application, a confirmation email will be sent back to you within 2 working days.

If you have any further queries regarding your application, please do not hesitate to contact Principal's Office on 6216 7900 or principal@mountcarmel.tas.edu.au