



The community of St Mary's is in search of a Finance Manager

Join a welcoming Catholic school community committed to learning, fairness, and compassion.

St Mary's Parish Primary School in Ararat is seeking a skilled and motivated Finance Manager to support the smooth and effective operations of our school.

This part-time role (3–4 days per week) offers the opportunity to apply your financial expertise while contributing to the positive climate and culture of our school community.

About the role

Working closely with the Principal, you'll provide leadership in financial operations and ensure the efficient day-to-day management of resources.

Key responsibilities include:

- Preparing and managing budgets, forecasts, and financial reporting
- Overseeing payroll, audit, compliance, and reporting to government bodies
- Managing staff, supplier, and student account information, invoices, and census data
- Ensuring accurate coding of accounts and reconciliation of charges and levies
- Handling receipts, banking, and BAS lodgements with the ATO and Centrelink
- Assisting families with school fee payment plans and direct debit arrangements
- Maintaining records and compliance for end-of-year audits, policies, and delegations
- Providing administrative support to the Principal and wider school operations

About you

You don't need prior experience in the school sector. We welcome applicants from a wide range of industries who bring:

- Demonstrated experience in financial management, governance, and strategic planning
- Excellent communication and interpersonal skills, with the ability to build positive and respectful relationships with students, staff, families, and the wider school community
- A commitment to the safety, wellbeing and protection of all children in our care

Requirements

The successful applicant will hold (or be willing to obtain):

- A current Working with Children Check
- A current National Police Check
- A current First Aid Certificate

Key Selection Criteria

- Demonstrated experience in financial management, governance, and strategic planning
- Excellent communication and interpersonal skills, with the ability to build positive and respectful relationships with students, staff, families, and the wider school community
- A commitment to the safety, wellbeing and protection of all children in our care

Essential

The successful applicant will hold (or be willing to obtain):

- a current Working with Children Check
- a current National Police Check
- a current First Aid certificate

How to apply

Please submit a cover letter and curriculum vitae outlining your suitability for the role.

Applications should be addressed to Roxanne Leed at rleed@smararat.catholic.edu.au

Applications close: 9.00am on 10th October