

Position Description

POSITION DETAILS

Position Title	Finance Officer
Functional Unit	Finance
Nominated Supervisor	Chief Financial Officer
Relevant Industrial Instrument	DOSCEL Agreement
Date of Review	14 April 2026

DIOCESE OF SALE CATHOLIC EDUCATION LTD

The Diocese of Sale Catholic Education Limited (DOSCEL) is committed to the mission of the Catholic Church through the provision of high-quality, inclusive education across Catholic primary and secondary schools in the Diocese of Sale. Guided by Gospel values, DOSCEL supports school communities to nurture students academically, spiritually, socially, and emotionally, fostering a love of learning and a deep sense of belonging.

DOSCEL exists to enable vibrant, faith-filled communities of learning, where students are empowered to thrive and reach their full potential. Through leadership, collaboration, and stewardship, DOSCEL ensures that all schools are supported to deliver excellence in teaching, uphold Catholic identity, and respond to the diverse needs of their communities.

OUR VALUES

Integrity – We dialogue, discern, and journey together; embracing difference, inviting contribution, respecting the dignity of the individual and showing empathy as we harness the power of our collective contribution.

Inclusion - We uphold honesty, transparency and ethical behaviour in all our practice. We are committed to meeting our obligations to relevant educational authorities and to being principled in our decision-making, fostering trust and respect within the broader educational community.

Excellence - We constantly aspire to and move toward a better place, leading change in the world with hope, courage and compassion.

POSITION PURPOSE

The purpose of the role is to assist with the financial functions of DOSCEL and DOSCEL Office including providing administrative and financial support to the Financial Accountant and Chief Financial Officer.

POSITION RESPONSIBILITIES

Duties:

- Undertake the accounts receivable processing function, ensuring transactions are processed and recorded in accordance with DOSCEL policies, established procedures, delegations and external compliance requirements.
- Undertake central procurement financial functions, including the reconciliation of intra-company transactions.
- Assist with core financial functions including, but not limited to:
 - preparation of periodical reconciliations
 - preparation and compilation of BAS returns
 - preparation and support for the annual FBT return
 - maintenance and reconciliation of financial registers
 - fleet management activities
 - collation of data for internal financial and management reports.
- Assist with the implementation, configuration and maintenance of financial systems, including supporting system changes and providing training and support for internal users.
- Provide backup and assistance for the accounts payable processing function, ensuring transactions are processed and recorded in accordance with DOSCEL policies, established procedures, delegations and external compliance requirements.
- Communicate and correspond with internal and external stakeholders on financial matters as required.
- Assist with the development, documentation and ongoing maintenance of financial processes and procedures.
- Other duties as directed by the Executive Director, Chief Financial Officer and Financial Accountant.

SKILLS AND EXPERIENCE

Key Selection Criteria

The successful applicant will be required to demonstrate:

- A commitment to the ethos, values and mission of Catholic education.
- A commitment to Child Safety.
- Demonstrated experience undertaking financial functions with a high level of accuracy and strong attention to detail.
- Demonstrated ability to assist with financial compliance and reporting activities.
- Advanced organisational skills, with the ability to manage competing priorities, meet deadlines and work effectively both independently and as part of a team.
- Demonstrated ability to manage sensitive financial and organisational information with confidentiality, integrity and professionalism.

CHILD SAFETY STATEMENT

Diocese of Sale Catholic Education Limited (DOSCEL) is deeply committed to ensuring the care, safety, and wellbeing of all children and young people in Catholic schools. We recognise our responsibility to provide a safe, inclusive, and nurturing environment where every child can learn, grow, and thrive.

Successful applicants will be subject to child safety screening processes and must hold or be willing to obtain a current Working with Children Check and relevant police check as a condition of employment.