

Finance Officer - Accountant

Our Lady of Mercy College Heidelberg is a Catholic secondary school for girls and a Ministry of Mercy Education Ltd.

Applications are invited from suitably qualified, dynamic, experienced people for the position of Finance Officer – Accountant to join our Finance Team.

The successful applicant will have a strong attention to detail, be dynamic, highly motivated, passionate about working in a school environment, hold qualifications in Accounting and will be able to:

- assist in formulating budgetary and accounting policies
- examine operating costs, income and expenditure
- provide assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
- introduce and maintain accounting systems, advise on the selection and application of computer-based accounting systems in consultation with the Business Manager
- maintain internal control systems

Terms: This is a full-time ongoing appointment.

Salary and conditions are in accordance with the Catholic Education Multi Employer Agreement 2022, the role is classified as an Education Support Employee, Category A, Level 3 with an annual salary of \$93,079 plus superannuation.

Applications Close: 4pm, 29 November 2025. We encourage submissions as soon as possible; applications will be processed as they are received.

Refer to <https://www.olmc.vic.edu.au/employment/employment-opportunities> for the position description and information about the College.

How to apply:

Please address applications to Judith Weir, Principal and email the following *four* attachments to applications@olmc.vic.edu.au:

- The OLMC Employment Application form
- A cover letter, addressed to Judith Weir, Principal
- A curriculum vitae
- A response to the Selection Criteria outlined in the Position Description

Applications submitted without the required documents will be ineligible for consideration. All candidates must provide evidence of having the right to work in Australia, be able to present certified results transcripts, hold (or be willing to acquire) a valid Working with Children Check and undergo a National Police Record Check. If shortlisted, two to three referees will be required, one being the current employer.

Our school community promotes the safety, wellbeing and inclusion of all students.

OLMC | Heidelberg. Our Lady of Mercy College

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