



Payroll Officer

Nano Nagle and Eastern Flexible Schools Network work with young people who are disengaged from mainstream education with the aim of re-engaging them in creative, meaningful and intentional learning. Our schools work with young people through a trauma informed approach respectful to the educational needs of each learner.

The Role:

- We are looking for a Payroll Officer, based at our newly renovated Carlton office.
- Dynamic, fast paced work with a values driven organisation.
- You will be employed on an ongoing part time 0.8 FTE contract and will be employed under the Victorian Catholic Education Multi-Enterprise Agreement 2018.

About You:

- Able to commit to and work within our Operating Principles; **Respect, Participation, Safe and Legal and Honesty.**
- Come complete with;
 - Experience with SAP B1 Accounting software or similar required
 - Experience with Ascender Payroll software – highly regarded
 - Confident with Microsoft Office Suite in particular Excel and Pivot Tables, Word, Power Point and Internet Explorer
 - Tertiary/TAFE Qualification in finance, accounts, book keeping or similar

Aboriginal and Torres Strait Islander People are encouraged to apply, we are an Equal Opportunity Employer and value diversity.

To Apply:

Please visit our website, learn about our work, and review the position information in *Employment Opportunities* at www.ereafsn.edu.au.

Forward your application to nanonaglerecruitment@ereafsn.edu.au and include:

- A letter of introduction and a response to the selection criteria;
- A current curriculum vitae outlining previous experience and skills;
- Two referees (including contact details). Please include a referee from current or most recent place of employment.

Applications Close: 5 pm Sunday 18 September 2022. Applications will be considered as they are received.

For further information contact: Patricia Roberts, Business Manager on 0455 377 295

Nano Nagle Network Flexible Learning Centres are a Catholic School in the Edmund Rice tradition and are recognised as a leading organisation for the provision of educational and social inclusion programs for disenfranchised young people.

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.

Network Office | 1b/135 Cardigan Street, Carlton Vic 3053 | P.O. Box 102, Carlton South VIC 3053 [P] 03 9269 6922
St. Joseph's Flexible Learning Centre | 385 Queensberry Street, North Melbourne VIC 3051 [P] 03 9269 6900
St. Joseph's Flexible Learning Centre | 127-131 Torquay Road, Grovedale VIC 3216 [P] 03 5201 8090
St. Francis Flexible Learning Centre | 115 Allunga Road, Chigwell TAS 7011 [P] 0427 249 286
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