



Catholic Education
Diocese of Rockhampton

POSITION VACANT

Payroll Officer Catholic Education Office, Rockhampton Commencing 23 April 2019

An exciting opportunity currently exists within the Rockhampton Catholic Education Office. Applications are now invited from suitably qualified and enthusiastic persons for the position of part time Payroll Officer, four (4) days per week (Monday-Thursday), hours negotiable.

The successful applicant will have relevant experience and an understanding of, and a commitment to, the ethos of Catholic Education. A Working with Children Check (WWCC) and eligibility for a Suitability Notice will also be required.

In addition, you will have excellent time management skills, well developed interpersonal skills, good attention to detail and a high proficiency of computer skills.

Equivalent knowledge, qualifications and experience relevant to the position is required.

For further information and to apply for this position, please download an application from our website:-

www.rok.catholic.edu.au

Applications close Friday, 22 March 2019.

Catholic Education is committed to best practice in student protection policies and procedures and is an equal opportunity employer

Existing not to be different, **but to make a difference...**

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