



St Joseph's Church - Tranmere
484 Magill Rd
Kensington Gardens SA
5068

Phone (08) 8431 6932 Fax (08) 8361 3086
Email tranmereparish@bigpond.com

Finance/Admin Officer
Part Time Position - 6 hours per week
Monday and Tuesday

Tranmere Catholic Parish is seeking an experienced Finance/Admin Officer who will ensure the financial operations of the Parish are managed and reported in an efficient, accurate and timely manner.

The successful applicant will report to the Parish Priest and the Parish Finance Council.

Advanced practical skills in the use of the Microsoft Office suite are required.

The Finance Officer will possess excellent communication skills and have the ability to achieve strict deadlines with meticulous attention to detail and accuracy.

The successful applicant will be strongly committed to the Catholic ethos.

Applications should be emailed to Fr Roy John Elavumkal, Parish Priest, Tranmere Parish, at tranmereparish@bigpond.com by Friday, November 22, 2024.

Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Clearance and successful reference checks.

The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation.