The Catholic Archdiocese of Adelaide positively impacts the lives of its members through the development and delivery of human services related programs and offerings. With head office in the Adelaide CBD and multiple sites throughout South Australia, a challenging and rewarding opportunity is currently available to join our Finance Team, working with the Catholic Safety and Injury Management team.

**The Role:**

The Finance Officer is responsible for providing high quality, professional and efficient finance support to the CSaIM & Finance Team including the timely and accurate recording and reporting of financial transactions as well as working to support the CSaIM SA Unit and Archdiocesan Finance team, to assist in the delivery of responsive, flexible, and effective services.

**About you:**

To be successful in this role, you will need the following skills and attributes:

* Experience in accounting and administration functions, including accounts payable, accounts receivable and debtor management.
* Thorough knowledge of finance practices including relevant taxation legislation
* A commitment to the Catholic Ethos
* Experience working in a self-insured environment. (desirable)
* Experience in application of Technology One Finance package (desirable)
* Strong Interpersonal and Communication skills
* Customer Service Experience

**How to apply:**

A copy of the Position Description can be obtained by emailing [recruitment@adelaide.catholic.org.au](mailto:recruitment@adelaide.catholic.org.au) or by contacting Michelle Cini, HR Advisor, on [8210 8291](tel:8210%208291).

Applications, including a cover letter addressing the key responsibilities of the position, and a copy of the applicant’s CV should be addressed to Ms Majella Jovanovich, Human Resources Manager, and emailed to [recruitment@adelaide.catholic.org.au](mailto:recruitment@adelaide.catholic.org.au)   no later than close of business 5pm Friday 21 March 2025.

Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Check.

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