NEWMAN COLLEGE | A CATHOLIC SCHOOL EDUCATING IN THE MARIST TRADITION

Shine through Discovery
LET YOUR LIGHT SHINE
MATTHEW 5:16

Senior Finance Officer
Full-time, Ongoing
Commencing January 2027

About Us
Newman College is a Catholic PK–12 school educating in the Marist tradition, with an enrolment of approximately 1950 students. We are committed to fostering a vibrant, supportive, and future-focused learning environment. Our operations—spanning learning, wellbeing, and community engagement—are underpinned by professionalism, innovation, and contemporary practice.

At Newman College, you'll join a supportive, forward-thinking community grounded in the Marist tradition. We foster collaboration, professional growth, and a strong sense of community. Staff also enjoy an active social culture and access to onsite facilities, including the pool and weights room, to support wellbeing.

About the Role
This is more than just another finance role. As Senior Finance Officer, you'll lead and develop a high-performing Finance Team and help build a culture of accountability, collaboration and continuous improvement that reflects the ethos and values of Marist Education. Working directly with the Director of Finance and Operations, you'll sit at the heart of the College's financial operations. You'll coordinate the financial processes and budgeting with accuracy and integrity. You'll drive the development and implementation of the College's financial and operational systems. You'll also provide the Executive Team sound financial insight while helping turn strategic decisions into practice.

About You
We are seeking a systems-focused finance professional who motivates people, communicates with purpose and wants their work to make a real difference in a school community. The Senior Finance Officer has a broad skillset that is highly analytical, a detail-driven finance professional with a strong strategic approach to financial reporting. The successful candidate will bring a methodical approach, sound judgement and a commitment to accuracy and continuous improvement, while actively contributing to the mission and vision of Newman College and upholding the College's commitment to child safeguarding.

To Apply
Your application must include:

- **Cover Letter:** Maximum of two (2) pages outlining your suitability for the role.
- **Curriculum Vitae:** Relevant work history should outline duties and responsibilities, FTE (average) and dates/periods of each position. ***CV must include three (3) referees, one of which is your current line manager***.
- **Pre-Screening Documents**: Provide copies of your current WWC, Nationally Coordinated Criminal History Check and evidence of working rights in Australia (Visa/Citizenship) where applicable.
- ***Incomplete applications will not be considered***

Applications close 23 November 2026.

We encourage you to apply as soon as possible as we reserve right to appoint a suitable candidate before the closing date. Please direct any enquires to employment@newman.wa.edu.au.

Newman College is committed to the protection of and safeguarding the well-being of members of our community. All employees must satisfy rigorous screening requirements and comply with all Child Safety and College wellbeing policies.

Challenge — Collaborate — Create — Celebrate