

Business Services Administrator Accounts Payable

Application Package



Applications Close: Tuesday 24 February 2026 at 9.00am

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2024
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

Mount Carmel College is an Early Learning Centre - Year 10 Catholic girls school located in Sandy Bay, Hobart, just a few minutes from the city centre.

The College has a rich history, beginning when Mount Carmel Primary School was founded in 1942 by the Sisters of Charity in View Street, Hobart. In 1947, it relocated to its current site, merging in 1957 with St Joseph's College (founded in 1847) to become Mount Carmel College as a Kindergarten to Year 12 school in the Catholic tradition. Today, in what has been reshaped as an Early Learning Centre - Year 10 College offering a vibrant learning community, we are committed to the development of the whole person: spiritual, academic, social-emotional and physical.

At Mount Carmel College we strive to ensure that our students are nurtured, challenged and cared for. Individuals are encouraged to develop their potential, live their faith and contribute to shaping a socially just society with courage, confidence and integrity. Our goal, working in partnership with parents, is to support our students' educational journey, inspiring them to flourish, to celebrate their many talents and to become advocates of peace and justice.

Generations of young people have had their lives, values and characters shaped through their experience of participating in the life of the College community. We work actively to continue the Charity ethos and traditions in the 21st Century through our commitment to first class learning programs, quality pastoral care, religious education and social justice programs which inspire our students to grow in independence. The students who attend this College inherit the rich tradition of the Church and the legacy of the Sisters of Charity. Our goal is that they learn to actively participate in shaping their world.

Situated in Sandy Bay, Hobart, Mount Carmel's beautiful setting and outstanding facilities provide an inspiring environment for all students. The College enrolls boys and girls in its Early Learning Centre, and enrolls girls from Kindergarten to Year 10. It supports girls to take intellectual risks and to focus on excellence in achievement. The size of our College, approximately 570 students, is a significant factor in its success. It is just the right size to enable a strong sense of belonging. We understand that girls will thrive in a learning environment where they are known, valued and affirmed.

What makes our College unique is our community of people, our dedication to excellence and our focus on student wellbeing. Our College's commitment to "nurture, challenge and care" is seen in action every single day. Working in close relationship with our families, we enable each student to develop the skills for life-long learning: creative and flexible thinking, resilience, empathy, generosity of spirit and an understanding of their spirituality. Our students are encouraged to identify and pursue academic excellence and to actively partake in sporting endeavours, cultural pursuits and social justice initiatives. Our commitment as educators is to walk with our students on their learning and faith journey, encouraging the students in our care to achieve their full potential. We are constantly challenged to consider new ways to improve our practice in the pursuit of excellence.

We are extremely proud of the College's comprehensive curriculum, excellent facilities and resources, learning support programs, dedicated teaching and support staff, co-curricular activities, pastoral care structures and social justice initiatives. As a community we are committed to ensuring that our students experience a faith-filled education where their talents and efforts are acknowledged, where they are supported to achieve excellence and where they are nurtured to flourish as individuals. The success of the College is due to the hard work and dedication of many people - staff, families, students, and community members - all of whom give life to our mission as a Catholic school in the Charity tradition. It has been characterised by a strengthening of spirituality and of the learning culture in the College.

Role Description

Role title:	Business Services Administrator - Accounts Payable
Classification:	Business Services Level 3
Line Manager:	Principal / Business Manager
Key relationships:	Principal, Leadership Team members, Business Services Team, staff, students, parents, volunteers, visitors, TCEO staff and external suppliers

Role Accountability

The Business Services Administrator is accountable for providing administrative support for the College's Finance area and records area.

The Business Services Administrator works with general direction and uses discretion and judgement in planning, allocating resources, organising work, innovating in its own function and taking responsibility for outcomes.

Within the role, the Business Services Administrator supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the College community to assist students to achieve enhanced learning outcomes.

The Business Services Administrator is responsible to the Principal, but will work under general supervision of the Business Manager.

Catholic Education Tasmania Requirements

As an employee in Catholic Education Tasmania:

- support the mission of the Catholic Church;
- support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement;
- nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life;
- you must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute;
- you must be familiar with, have an understanding of and uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

Key Result Areas

Data Administration

- Data entry across different platforms
- Record Management

Finance Support

- Purchasing
- Accounts Payable
- Assistance with other financial tasks as required.

Other duties may be directed by the Business Manager that are in line with the role of the Business Services Administrator position.

College administration

Customer Service

- Respect and protect staff, student and family privacy and confidentiality.
- Respond to and resolve customer service queries.

Team effectiveness and collaboration

- Support and assist staff and management of teams to deliver effective student outcomes.
- Work collaboratively with other members of the College community, including parents/carers, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the College community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and staff.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web or other specialised software.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use College property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - Take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace; and
 - Contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

Personal Capabilities

- Demonstrated proficiency with office equipment, technology and software/databases.
- Ability to deliver high quality work in a busy environment.
- Demonstrate professional integrity.
- Work collegially in a team environment.
- Communicate effectively with a range of people from differing backgrounds.
- Coordinate routine activities, set priorities and deliver tasks on time.
- Perform effectively in an environment with competing demands.
- Demonstrated accuracy and attention to detail.

- Demonstrated high level of written and oral communication skills.
- Act with due care and diligence.
- Demonstrated reliability, dependability, flexibility and adaptability.
- Maintain confidentiality when dealing with sensitive information and matters.
- Demonstrated commitment to customer service excellence.
- Work independently with minimal supervision.
- Use initiative to resolve problems in a constructive manner.
- Implement conflict resolution strategies.

Role Relationships

Internal

- Principal /Deputy Principal/Business Manager
- College Staff
- Students

External

- Tasmanian Catholic Education Office
- Parents
- Visitors/members of the public
- CET Networks
- Archdiocesan staff

Evidentiary Requirements

Essential

- 5 years of successful experience in a comparable role with accounts payable experience
- Database proficiency
- Previous experience with accounting software
- Valid Working with Vulnerable People Registration
- Current and Satisfactory National Police Criminal History Check (NPCHC)

Desirable

- Previous experience in a school environment
- Current First Aid Qualification

Environmental Conditions and Physical Demands

The Business Services Administrator uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

Additional Position Information

Start Date:	Monday 16 March 2026
Tenure:	Ongoing, part time position 6 Months Probation
Hours of Work:	Tuesday, Wednesday and Friday 8.30am - 4.00pm or 9.00am - 4.30pm (negotiable) 21 hours per week
Classification:	Business Services Level 3
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2024
Remuneration:	Business Services Level 3 Full Time Indicative Salary \$73,330 per annum pro-rata – plus 12% superannuation Part Time Salary (21 hours per week) \$40,384.68 plus 12% superannuation \$776.62 per week

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Read the Role Description
- Fully completed, signed and dated your Application for Employment form
- Fully completed, signed and dated the Pre-Employment Check form
- Cover letter that outlines your relevant experience and qualifications for this position.
- Included a current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. (Additional information, i.e. transcripts, certificates etc. may be required by the selection panel if called to interview)

Applications are to be addressed to Megan Richardson, Mount Carmel College and forwarded electronically by 9.00am on Tuesday 24 February 2026 to principal@mountcarmel.tas.edu.au

If you have any further queries regarding your application, please do not hesitate to contact the Principal's Office on 6216 7900 or principal@mountcarmel.tas.edu.au