FINANCIAL ADMINISTRATOR – SISTERS OF ST JOSEPH, LOCHINVAR

Job Description

- **Join a values-based, Catholic organisation**
- **Enjoy the flexibility of working four days a week**
- **Enhance your skills assisting in the management of the financial and material resources of a religious congregation.**

About Us

- The Sisters of St Joseph, Lochinvar were established in 1883, following the vision of Saint Mary of the Cross MacKillop and Fr. Julian Tenison Woods.
- Today, we number 48 Sisters, who reside mainly throughout the Hunter Valley region.
- All but seven of our group live around the Lochinvar, Newcastle, Lake Macquarie areas.
- All of our Sisters have retired from active ministry.

About the Role

This is a unique opportunity to use your financial and managerial skills in a stress-free values-based environment, with a focus on continuing the mission of the Sisters into the future.

Working with the Congregational Leadership Team and accountable to the Congregational Leader, you will assist in the administration of the congregation's financial and material resources.

Key responsibilities will include:

- Managing the day-to-day accounting operations, record keeping and financial support tasks of the congregation including:
- Budgeting and reporting
- Assisting the Sisters with their telecommunication issues, banking, credit cards, other service and maintenance needs
- Providing general office support including records management, collection and distribution of mail, and storage and retrieval of archival materials
- Supporting business and financial functions, including accurately and efficiently processing financial transactions and maintaining financial records in MYOB
- Overseeing bank and credit card reconciliations and accounts payable and receivable
- Overseeing all payroll and HR management

- Assisting with the coordination of meetings, jubilees, birthdays and other events.

The role is a permanent part-time position, to be worked over four days per week and is based on-site at the Congregational Administration Office in Warners Bay.

About You

You will be a self-starter with a flexible approach to work, who has a genuine desire to be of service to others. You thrive on working in a fluid environment, one where no two days are the same.

To be successful in this role, you will bring:

- Relevant qualifications in Financial Management, and/or a minimum of three years demonstrated experience in a senior administrative role, providing high quality administrative and financial support
- The ability and initiative to make decisions, take directions, and anticipate needs, responding flexibly to changing circumstances
- Proven ability to work effectively as a member of a team.
- Effective time management skills, managing competing priorities and completing tasks in an efficient and timely manner, ensuring deadlines are met
- Honesty, reliability, punctuality and flexibility, as well as the ability to maintain discretion and confidentiality
- Professional manner and presentation, as well as excellent interpersonal, written and oral communication skills
- The ability to directly respond to incoming telephone, email and face-to-face enquiries, provide information and refer enquiries appropriately as required
- Strong computing and technology skills, including, Microsoft Office suite, including Excel, and database management. Knowledge of the MYOB financial package is desirable
- An openness to and understanding of the Catholic Church and Religious communities. It would be an advantage if you had some experience of working with a Religious Institute.
- A current Police and Working With Children Check (WWCC) for paid employment, or willingness to obtain.

Enquiries and Application Process

A full Statement of Duties detailing further information about this role is available by emailing Louise Gilchrist at louise.gilchrist@ssjl.org.au.

Applications close **COB**, **Monday, 30 November, 2026.**

To Apply

Applications should include a covering letter (maximum 3 pages) that demonstrates how your skills, knowledge and experience can contribute to the success of this role in accordance with the selection criteria outlined above, and a resume (maximum 5 pages).

Please include contact details of two referees to support your application.

An additional reference from your Pastor would be desirable.

Only candidates with the unrestricted right to work in Australia may apply for this position.

Applications to be sent in confidence to:

Sister Patricia McCarthy, Congregation Leader –patmcc5659@tpg.com.au