



Sacred Heart College

Sacred Heart Avenue, St. Julian's STJ 1432

The Board of Governors at Sacred Heart College invites applications for the post of

College Bursar

The College Bursar will lead and manage the Accounts and HR Department within the College. The post requires a resourceful and motivated individual who is in possession of the human, management, leadership and technical qualities necessary to carry out the duties related to the post. The College Bursar will join a dynamic team of professionals at the College and together with them will continue bringing forward the Sacred Heart College mission that, amongst other things, "seeks to educate the whole person as a responsible member of society, confident of personal worth, actively living out Christ's call to know and share His love."

Further information relative to the post, including a detailed job description, may be accessed on church.mt/vacancies.

Applications, including a covering letter and a detailed cv are to be emailed to the Interviewing Board on collegedirector@sacredheart.edu.mt by not later than **Monday 25th January, 2021**. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Original certificates and/or testimonials must be produced for verification during the interview.

An attractive remuneration package commensurate with the responsibilities related to the post and the qualities and experience of the successful applicant will be offered.

Sacred Heart College reminds all interested applicants that it has a zero tolerance policy towards any form of child abuse. The College adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.