



# Sacred Heart College

Sacred Heart Avenue, St. Julian's STJ 1432

*"For the sake of one child, I would have founded the Society"*

St. Madeleine Sophie Barat

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

## **COLLEGE ADMINISTRATOR/BURSAR**

The College Administrator/Bursar will lead and manage the Accounts and HR Department within the College. The incumbent will join a dynamic team of professionals 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](http://church.mt/vacancies).

Applications, including a covering letter, copies of certificates and a detailed CV are to be emailed to the Interviewing Board on [collegedirector@sacredheart.edu.mt](mailto:collegedirector@sacredheart.edu.mt) by not later than Monday, December 6, 2021. Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application.

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.*