

A week in the life of our Payroll Officer



Each week brings many and varied tasks at Mater Dei and I never have time to be bored. I work 3 days per week, Tuesday, Wednesday and Thursday. When I first arrive at school, I collate all my work for the day/week from various sources and list it all in my diary. I then proceed to work through this list which changes as work comes in and out throughout the week. A lot of people think that sitting in an office is boring. This is so far from the truth at Mater Dei. Believe it or not, the pace is fast and frantic and the role varied and interesting.

My main responsibilities are to receipt fees, bank and balance all money as it comes in, pay our staff each fortnight and ensure all legal requirements around this are fulfilled. I am also the Workers Compensation Officer and Rehabilitation Co-ordinator, so if any staff are hurt or injured it is my role to manage their return to work. This can be very challenging especially when it comes to finding suitable duties in *our* school environment.

My role extends over all the Programs at Mater Dei. I also provide support to the Mater Dei Foundation with record keeping requirements and like to help out if I can when the Development Program is in the throes of an event!

I never know at the beginning of each week how it will unfold, but by the end of Thursday I truly wonder where on earth the week went! I find it amazing that I've been at Mater Dei for over 18 years. It truly feels much, much less! I am proud of my work and find it enjoyable and rewarding. I feel that by doing as good a job as I can, I am helping to make a positive difference to the organisation, the staff, the parents and our students.

In my spare time, I love to retreat to my garden and get back to basics with my hands in the soil. I also love to be creative and indulge in a few crafts, such as patchwork, embroidery, card making and anything else I think I would like at the time. I am also involved in my local church and have had the privilege of being involved in both the design and decoration of our new premises in Narellan. I wouldn't even like to start to consider the number of hours this has consumed over the last six months, suffice it to say, I thoroughly enjoyed the process. I love being involved in service to others and give thanks to God for the many opportunities I have to serve Him in my life.

