

Finance Officer (Payroll/Accounts Payable)

Mumbulla School for Rudolf Steiner Education

Permanent Part-time – 3 days per fortnight

Closing Date: Thursday March 27th 9am

Selection Criteria

Qualifications:

- A minimum of a Certificate III in Accounting, Finance, Business Administration, or equivalent demonstrated experience in a finance setting.

Essential Experience, Skills, and Competencies:

- Payroll and Accounting Experience:
 - Proven experience (2-3 years) in payroll processing and/or accounts receivable and accounts payable.
- Software Proficiency:
 - Experience with accounting software such as Xero or MYOB.
 - Proficiency in Microsoft Office 365, particularly Excel.
- Technical Skills and Attention to Detail:
 - Accurate data entry and strong numerical skills.
 - Detail-oriented and methodical approach to handling financial data.
 - Strong problem-solving skills, including the ability to reconcile accounts and identify discrepancies.
- Communication and Interpersonal Skills:
 - Clear, professional, and sensitive communication skills for liaising with the management, administration, employees, the broader school community and external stakeholders
 - Ability to explain financial information to non-financial stakeholders.
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- Organisational and Time Management Skills:
 - Strong time management skills with the ability to prioritize tasks and meet deadlines in a busy work environment.
- Financial Knowledge and Compliance:
 - Knowledge of internal controls, audit requirements, general accounting principles, and financial regulations.
- Teamwork and Independence:
 - Ability to work both independently and collaboratively within a diverse team and open office environment.

Experience working in an educational setting.