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## Accounts Assistant

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Oran Park Anglican College is a co-educational College catering for over 700 students Prep – Year 12 in 2019. The College is seeking a motivated, reliable and professional person to assist the finance and administration team. Applicants must be able to support the College's Christian values and have a high level of comfort with change, and be flexible and willing to be involved in a range of activities.

### Primary Purpose

The Accounts Assistant is responsible for the day to day management of all College purchasing activities, working with executive, teaching and support staff to ensure efficient and cost-effective purchasing and delivery of goods and services. This position also provides the function of Accounts Payable ensuring purchases are paid, investigates variances with suppliers and liaises with Group Office.

### Essential Criteria

The successful applicant must have the ability to work in a dynamic school office environment to provide accounting and clerical support. Essential criteria for this role include;

- Sound knowledge of financial management principles and practices
- Ability to communicate at all levels and work well under pressure
- Solid levels of computer literacy and a good level of proficiency in the use of Microsoft Office including strong numerical, keyboard and data entry skills
- Excellent attention to detail and accuracy
- Demonstrated organisational skills and the ability to prioritise and multi-task in a fast paced school office environment
- Ability to deal with confidential information in a sensitive and professional manner
- Self-motivated with the ability to work within a team and/or autonomously.
- Work collaboratively, establishing rapport and maintaining effective working relationships with other College and Anglican Schools Corporation staff
- Be a committed Christian and active member of a church.

### Desirable criteria

- *Certificate IV in Bookkeeping or Accounting*
- *Experience using Quickbooks and/or Great Plains general ledger systems*
- *More than two years successful experience in a comparable role*

#### Vision

To be a vibrant learning community where every member is valued, high standards of character, behaviour and relationships are set and Christ is honoured

#### Mission

To grow and nurture Excellence, Wisdom and Service

## Major Responsibilities

The Accounts Assistant is responsible to the Principal through the Business Manager. Duties will include but are not limited to the following:

- Administration of College purchasing activities, including supplier selection and liaison, generation of purchase orders, verification and approval of invoices
- Identify and implement improved purchasing processes and practices to ensure that the College obtains optimal value for expenditure on goods and services and ensuring compliance with College policies
- Develop, compile, and update information in supplier, inventory and property databases to provide effective processing, information management and reporting
- Coordinating deliveries with Grounds staff as required
- Liaise with staff on back to school purchasing, maintain records of prior years for comparison, meeting with suppliers and coordinating delivery
- Monitor standard stock levels and stock usage
- Responsible for matching supplier invoices against purchase orders and follow-up for invoices relating to purchase orders not received
- Process invoices for payment ensuring invoices are authorised for payment and any variances to purchase order are adequately explained. Review general ledger account codes if necessary to avoid duplication of payments
- Ensure payments are made in a timely manner in accordance with creditor terms and Corporation guidelines
- Reconcile creditor statements on a monthly basis and follow up outstanding invoices
- Attend College functions as required with notice
- As part of the wider Administration team, assist when necessary with administrative tasks
- Perform any other duties as is required by the Principal or her nominees from time to time.
- Work collaboratively with other staff to promote the College's values: courage, curiosity, craftsmanship, collaboration and compassion.

## Status

Temporary (up to 12 months) - Maternity Leave

Part Time

## Hours Required

22.5 hours per week - negotiable across 3-4 days

## Commencement Date

25 January, 2019 (or as soon as possible after this date)

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## **Submitting an application**

Applications will only be considered if the relevant application form and Working With Children Check is completed and disclosed in your application.

The “Application for employment – Support staff” form and link to the relevant Working With Children Check can be found under the “Employment” tab of our website.

Please forward your application marked “Private and Confidential” to:

Mrs Naomi Wilkins  
Principal  
Oran Park Anglican College

Email: [employment@opac.nsw.edu.au](mailto:employment@opac.nsw.edu.au) (as one PDF)

Website: [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)

Address: 60 Central Ave, ORAN PARK NSW 2570

**Applications close when position filled**

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