



## Transaction Services Officer – Accounts Payable (4 Month Contract)

- Immediate start
- Supportive caring environment
- High volume, busy role

The Anglican Schools Corporation caters for the academic, spiritual, and pastoral needs of over 17,000 students in NSW, ranging in age from four to eighteen years. Through its schools, the Corporation provides high quality education delivered in a nurturing, caring, Christian environment. The Group Office provides customer centric centralised service functions to the schools within The Anglican Schools Corporation.

We are seeking a Transaction Services Officer to work as a part of a talented team that provides exceptional financial services to our schools and families from our Hurstville Group Office.

Reporting to the Manager, Transaction Services, the Transaction Services Officer is responsible for the accounts payable process, using OCR technologies to support invoice payments for 18 schools, working collaboratively with schools and being a key member of the Transaction Services team.

### Key Responsibilities

Full function Accounts Payable including but not limited to;

- Creation and management of supplier accounts
- EFTSure verification of bank details
- Management of the end to end weekly payment run
- Processing of invoices using OCR software
- Contributing to the ongoing improvement of the AP Process
- Various reporting and other related activities

The successful candidate will have:

#### Essential:

- At least 5 years' experience in a similar role including use of OCR Software
- Excellent verbal and written communication skills.
- High level of attention to detail.
- An ability to work well under pressure, manage own time and meet reporting deadlines.
- Intellectually curious, friendly, proactive and energetic
- Professional, responsible, accountable with a flexible approach to work

**Desirable:**

- Practicing Christian, active in local church and able to provide a Minister's reference
- Prior involvement in process improvement and change management
- Prior experience with APVale, Abbyy and Great Plains
- Tertiary accounting qualifications (TAFE or University)

## Applications

Applications addressing the above criteria are invited from suitably qualified candidates who should email a covering letter and CV.

General enquiries and applications can be emailed to [recruitment@tasc.nsw.edu.au](mailto:recruitment@tasc.nsw.edu.au).

Should you wish to discuss the role in more detail, Olivia Lloyd can be contacted on (02) 8567 4000.