

## **FINANCE OFFICER, Accounts Receivable (Part Time) – 0.531 FTE**

- 3 days per week, 8am – 4pm. Days negotiable.
- School terms + 1 extra week at the commencement of the school year
- The salary offered is Level 3, Administration & Technical Officers Award of The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014. The salary is calculated below -
  - 41 weeks worked
  - 4 weeks Annual Leave
  - 7 weeks Stand Down
  - Full-time equivalent salary - \$56,688 – \$63,147
  - This position is 0.531 FTE - \$30,126 - \$33,558 dependent upon qualifications and experience.

The summary of duties is as follows -

- Initiate student fee accounts through MAZE computing package
- Negotiate and maintain family payment arrangements
- Manage payment defaults and liaise with credit management agencies as required
- Manage Credit Card Debit and Direct Debit payment processes
- Maintain and update debtor control systems and prepare monthly financial statements
- Ongoing ad hoc student charges as required
- Process claims for Health Care card Assistance scheme
- Process claims for Secondary Assistance scheme
- Support the Finance department in various daily duties as required.

Essential skills required for the position –

- Strong Book-keeping and Accounts Receivable experience
- Sound negotiating skills
- Ability to build and maintain effective relationships
- Planning and organisational skills
- Excellent written and verbal communication skills
- Demonstrated ability to perform effectively in a team environment

Desirable skills required for the position –

- Experience and sound understanding of MAZE version 9 computing package

Applications are to be addressed to the Principal, Mr Mark Antulov, and should include an official Application Form and a copy of your resume, and emailed to [finance@prendiville.wa.edu.au](mailto:finance@prendiville.wa.edu.au). **Applications close 5pm Friday 30 June 2017**. For further enquiries, please contact Mrs Dianne Doick on 9301 6216.

Applicants must be fully supportive of the objectives and ethos of Catholic education.

On appointment, the successful applicant will require -

- a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post [website](#) . An application for a WWC must be made in person.
- A current National Police History Check as issued by the Department of Education Western Australia. The appropriate Criminal History Record Check form is available from the Department of Education [website](#).