

Position Vacant

CREDITORS ADMINISTRATIVE ASSISTANT

Part time/Temporary - 3 days per week

Central Coast Grammar School is a leading K-12 independent, coeducational and nondenominational school. Located on a single 17 hectare campus overlooking the Matcham Valley close to the heart of Erina, our school offers a spacious environment where students can grow and flourish.

This is a Maternity Leave position for 1 year, working 3 days per week during term and non-term time, commencing in mid-November 2017.

The objective of this position is to perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions and relief Reception duties.

Skills and experience required:

- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the school are critical requirements of this position as you will be dealing with internal and external people, suppliers, etc.
- Good organisation and time management
- Flexibility as part of the team to ensure smooth and efficient management, including the ability to work additional days if necessary
- Proficient in data entry and management
- Ability to use initiative
- First Aid Certificate
- Previous experience in a similar accounts role

Key Responsibilities include:

- Review of invoices and cheque requests
- Sort and match invoices and requests
- Set invoices up for payment
- Code invoices
- Prepare and process accounts payable cheques and EFT's
- Reconciliation of payments
- Resolve invoice discrepancies
- Produce monthly reports
- Assist in month end closing
- Relief Reception and sick bay at break times and as required

Interested applicants should familiarise themselves with the School's Strategic Plan '*Next Generation Teaching and Learning 2015-2020*', available on our website at www.ccggs.nsw.edu.au. It is expected that every member of staff will commit to the Strategic Plan.

The school complies with the requirements of the *Child Protection (Working with Children) Act 2012*. This position requires the successful applicant to have a new Working with Children Check in accordance with the *Child Protection (Working with Children) Act 2012*, prior to commencement.

To apply you will need to provide a cover letter, CV, a copy of your qualifications and contact telephone numbers for referees.

Please email your application to: ccgscareers@ccgs.nsw.edu.au by 3.00pm Friday 22nd September, 2017.