



# ILLAWARRA CHRISTIAN EDUCATION

Illawarra Christian Education is a member of Christian Education National, educating students from Prep to Year 12 at two schools:

## **Illawarra Christian School at Cordeaux Heights & Calderwood Christian School at Calderwood**

Applications are invited from committed Christians of reformed persuasion for the following position:

### **School Debtors and Compliance Assistant (Full time - 38hrs/week - commencing July 2017)**

The ICE head office in Calderwood is seeking an individual passionate about people and processes to take a key role in facilitating the accounts receivable and compliance aspects of our business. Experience in at least one of the primary aspects of the role is essential as is a commitment to accuracy, deadlines and continual improvement. The successful candidate will have a positive, solutions focussed attitude and be able to demonstrate perseverance, resilience and high level of confidentiality. Applications close 15/06/17.

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#### **Process for Application:**

The application form and role description are available on our school website.  
[www.ics.nsw.edu.au/employment](http://www.ics.nsw.edu.au/employment)

- You must complete the school's application form in order to apply. **Please do not just send a resume.**
- Please include all other documents listed in the application form, **certified as true copies by a J.P.** Applications will not be considered if not complete.

Applications may be submitted either:

- in hard copy to:  
The Business Manager  
Illawarra Christian Education  
PO Box 80, Albion Park 2527 NSW
- or electronically to:  
[ellerman.beth@illawarrace.nsw.edu.au](mailto:ellerman.beth@illawarrace.nsw.edu.au)

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#### **For further enquiries please contact:**

**Beth Ellerman (Business Manager)**  
**email: [ellerman.beth@illawarrace.nsw.edu.au](mailto:ellerman.beth@illawarrace.nsw.edu.au) Phone: 02 4230 3777**

*It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for these positions.*