



## Family Accounts Officer

**Full time, immediate start (negotiable)**

St Mark's requires an experienced and appropriately qualified Family Accounts Officer to administer the School's Fee Accounts. The Family Accounts Officer supports the Business Manager and Assistant Business Manager in the efficient operation of the accounts receivable function and the provision of excellent customer service, particularly to parents of the students of the School. The position requires excellent working knowledge of billing and debtor management processes.

**Applications for this position close on Wednesday 15 February 2019 at 3.30pm**

### **Key Areas of Responsibility include (but are not limited to):**

#### ***Family Accounts***

- Preparing family fee accounts, incorporating tuition fees and other charges each term
- Processing family receipts, including direct debits, BPAY and online payments
- Liaising with parents to manage family fee accounts in a confidential and sensitive manner
- Calculating fee estimates and periodic payments
- Actively monitoring and following up debtors
- Highlighting recommendations for payment arrangements and collection escalation

#### ***Activities***

- Liaising with the PA to the Assistant Principal to ensure activity costs are efficiently and effectively budgeted, reported and controlled
- Invoicing of activities as part of termly family fee account processes
- Organisation of bus quotes and bookings
- Allocation of School bus and teacher relief costs to activities

#### ***Tours***

- Invoicing and collections relating to optional tours such as sporting trips and overseas tours
- Assisting tour leaders manage tour cost budgets and payments

#### ***Accounts Payable***

- Providing ad hoc support for the Accounts Payable role when the Accounts Officer is unavailable. This may include tasks such as invoice processing, creditor payments, query resolution and petty cash maintenance.

### **Experience**

#### ***Essential***

- Accounts Receivable experience
- Strong Excel skills and competence with Microsoft Office products
- Well-developed communication skills
- Dealing with issues of a sensitive nature

#### ***Desirable***

- Accounts Payable experience
- Prior experience in an education setting
- Knowledge of the MAZE software

## **Personal Attributes**

Our ideal candidate will:

- Have excellent customer service skills
  - Relate well to parents and staff
  - Be self-motivated and energetic, but prepared to receive advice and direction
  - Pay attention to detail and accuracy
  - Demonstrate excellent organisational skills
  - Use effective communication skills when dealing with broad range of people.
  - An ability to work as part of a team.
  - Appropriate tertiary qualifications and experience
  - Support for the School's Christian ethos as well as the co-curricular and extra-curricular life of the School.
- Please refer to the School's Values at [www.stmarks.wa.edu.au](http://www.stmarks.wa.edu.au)

## **Selection Process**

Applicants are required to:

- Submit a CV with a covering letter
- Complete the attached application form.
- Have a current Working With Children card.
- A 100 point identity check will be required if a position is offered.

**Applications for this position close on Wednesday 13 February 2019 at  
3.30pm**

**Please complete the attached application form, and send it with a covering letter and CV to  
[principal@stmarks.wa.edu.au](mailto:principal@stmarks.wa.edu.au).**

If you have any questions, please call (08) 9403 1302

### ***About St Mark's Anglican Community School***

*St Mark's promotes a positive work environment and culture to attract and retain high quality staff by fostering professionalism, commitment, loyalty, Christian values, a high standard of pastoral care, and by providing above Award conditions.*

*St Mark's employs over 200 full and part-time teachers, supported by Education Assistants, music tutors and administrative, grounds and maintenance staff. Teaching staff salaries are paid under the Independent Schools' Teachers' Award, as amended by the Enterprise Bargain agreed to by the Anglican Schools Commission, in accordance with training and experience. Non-teaching staff are employed under appropriate Award conditions to which over Award payments are applied.*

*Applicants should also be able to demonstrate support for the School's Christian ethos as well as the extracurricular life of the School.*

### ***Privacy Statement***

*In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.*

### ***St Mark's Anglican Community School is a Child-safe School***

*St Mark's is committed to being a [child-safe organisation](#) through the prevention, identification and reporting of child abuse and neglect. All candidates for roles at St Mark's are subject to screening and assessment against child safety standards as part of the recruitment process, and will be required to participate in annual training in this regard.*

# St Mark's Anglican Community School

## Application for Family Accounts Officer

<i>Title</i>	<i>Surname</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Postal address</i>			
<i>Residential address (if different from postal address)</i>			
<i>Email address</i>			
<i>Preferred phone number</i>			
<i>Working With Children Check Number</i>		<i>Police Clearance</i>	
<i>Expiry date</i>		<i>Expiry date</i>	
<i>Visa details (if relevant)</i>			
<i>Tertiary Qualifications (if relevant)</i>			
<i>Current studies or professional memberships (if relevant)</i>			
<i>What appeals to you about this position?</i>			
<i>How did you hear about this position:</i>			
<input type="checkbox"/> <i>Friend/Colleague</i> <input type="checkbox"/> <i>School website</i> <input type="checkbox"/> <i>SEEK</i> <input type="checkbox"/> <i>Facebook</i> <input type="checkbox"/> <i>LinkedIn</i> <input type="checkbox"/> <i>Other</i> _____			

## Current Employment History

Name of **current** employer

Employed from (*date*)

Position(s) held

Primary role(s) in your *current* employment

## Previous Employment History

Name of **previous** employer #1 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #2 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #3 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Please provide details of ***three*** referees

Name _____ School / organisation _____ Position _____ Contact number(s) _____	
Name _____ School / organisation _____ Position _____ Contact number(s) _____	
Name _____ School / organisation _____ Position _____ Contact number(s) _____	
Other <b>relevant</b> information _____ _____ _____ _____	
<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid black;"> <p style="color: red; margin: 0;">I acknowledge that all details on this form are true and correct, and acknowledge that failure to provide accurate information may result in withdrawal of my application or termination of employment if the application is successful.</p> </div>	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>Signature _____</span> <span>Date _____</span> </div>

**Privacy Statement:**

*In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.*

## Application Checklist

- Application for Non-Teaching Position (*this form*)
- Covering letter
- Curriculum Vitae
- \* Copy of Working With Children Check card
- \* Copy of Police Clearance

\* Proof will be requirement if a position is offered.

Your completed application should be emailed to [principal@stmarks.wa.edu.au](mailto:principal@stmarks.wa.edu.au)