



Job Opportunity – Bookkeeper (Commencing 2026)

Alice Springs Steiner School | Mparntwe / Alice Springs, Northern Territory

Join an established and dynamic school delivering high-quality Steiner education in the heart of Australia. Situated on beautiful Arrernte country, just 10 minutes from the township of Mparntwe / Alice Springs, the Alice Springs Steiner School is offering a new bookkeeper role commencing ASAP.

About the Role

We are seeking an experienced and skilled bookkeeper initially on a casual basis for 15-20hours/wk with potential for ongoing permanent part-time employment. Although we prefer some on-site capacity, remote or work-from-home hours can be negotiated. The school would consider full remote for the right candidate.

Why Join Us?

Established in 1996, our school caters to students from Playgroup through to Middle School, with an enrolment of 205 students. We have a strong and enthusiastic teaching faculty, an active parent community, and a cohesive and vibrant 'office community'.

Key Selection Criteria

- Cert IV Accounting / Bookkeeping or higher
- Ability to troubleshoot unbalanced financial records.
- Proficiency in the Microsoft Office suite and general IT skills.
- Ability to maintain clear and accurate financial records.
- Professional and positive approach whilst maintaining a high level of confidentiality.
- Experience in school-based accounting or bookkeeping would be highly regarded.

Key Role Responsibilities

- Debtors Receipts and Government Funding Receipts
- Creditors Invoice Entry and Payments
- Credit Card/Direct Debit Expense Entries
- Bank & Petty Cash Reconciliations
- Saving all documentation relating to the above

The role may, over time, progress to include additional financial tasks, such as processing payroll and EOM reporting.

Educating the whole child: head, heart and hands.

Applications Should Include:

1. A **Cover Letter** addressing your suitability for the role against the key selection criteria
2. A **CV** including qualification and experience details
3. Contact details for **three referees**, including one from your current school

For further information, please contact: **Principal Pep Hungerford** at (08) 8953 4578

Email applications to: principal@alicesteiner.nt.edu.au

Closing Date for Applications: Monday, 27th April 2026. The school reserves the right to appoint within the application period should an appropriate applicant be found.

This is more than just a job—it's an opportunity to join a connected, values-driven school community.