

Accounting & Payroll Officer – The Trustees of the De La Salle Brothers (Province of Australia, New Zealand, Pakistan & Papua New Guinea)



THE ORGANISATION

The aim of the Trustees of the De La Salle Brothers and Lasallian Mission Council, through the operations of Lasallian Mission Services, is to deepen the understanding, relevance and engagement with the Lasallian Mission throughout the province of Australia, New Zealand, Pakistan and Papua New Guinea (ANZPPNG). This will be achieved through primary and secondary schools, teacher's colleges, welfare works, youth ministry, Australian Lasallian (Asia/Pacific) Foundation Limited, formation of mission, Signum Fidei, Lasallian Family (PNG), Young Lasallians and Lasallian Volunteers. The mission is shared between Brothers and Lasallian Partners and is based on the Gospel and Lasallian heritage "to provide human and Christian education to the young, especially the poor".

The Trustees of the De La Salle Brothers is a child safe organisation, dedicated to the protection of children, young people and adults at risk. As an organisation, it is committed to ensure the highest level of support and protection towards those entrusted in its care. All personnel have a shared responsibility to ensure a zero-tolerance towards any abuse against children, young people and adults at risk.

Located within the La Salle Centre, Bankstown (NSW) CBD.

THE ROLE

With the retirement of our Accountant, we have a vacancy for a permanent .8 FTE 4-day/week position that has flexibility to be worked over 5 shorter days or 4 full days, per week.

Working within our small but engaging team, you will be responsible for managing the accounting and payroll functions for the Trustees Provincial Office and two Mission entities.

Key to this role is your sound experience across a range of general accounting activities, reporting, banking and payroll management. You will possess the drive to initiate ongoing improvements.

In undertaking your responsibilities, you will work closely with the Director of Finance, Director of Human Resources, Brothers' Communities, religious, lay staff and the Lasallian Mission Services team, to whom you will provide regular services.

The successful applicant will have excellent written and verbal communication skills, be committed to high ethical standards, confidentiality and integrity, an ability to work collaboratively across groups and the capacity to manage multiple tasks efficiently in a highly supportive environment.

You will be willing to uphold the teachings of the Catholic Church and the values and charism of the De La Salle Brothers and ideally want to work for an organisation which makes a difference to the lives of others within the community.

SKILLS & QUALIFICATIONS REQUIRED

- Accounting, business or bookkeeping qualifications
- Demonstrable Accounting / Bookkeeping skills and experience
- Payroll systems' experience and knowledge of employment entitlements & taxes
- Excellent interpersonal, written and verbal communication skills
- Proven organisational skills, including multi-tasking and meeting deadlines
- High attention to detail
- Flexible and with the ability to support multiple stakeholders
- Microsoft Office skills essential
- MYOB systems experience will be considered favourably
- High ethical standards, confidentiality and integrity

APPLICATIONS PROCESS

Applications close on 30 April 2021

A copy of the Position Description can be obtained [here](#)

Applications must include a resume and cover letter, addressing the key requirements of the role. Applications can be addressed to Mr Jamon Thomas, Director of Human Resources and e-mailed via admin@delasalle.org.au

For all enquires, please contact Jamon Thomas via admin@delasalle.org.au or phone (02) 9795 6400.