



Selection Criteria

1. Demonstrated accounting knowledge and experience in;
 - undertaking monthly bank reconciliations, general ledger reconciliations and debt management processes
 - working as part of a dynamic team with the ability to prioritise tasks according to the needs of the team
 - providing excellent customer service with the ability to deal with sensitive/confidential issues in a discreet manner.
2. High skill level with technology, specifically MS Office and Teams with an understanding of database functionality, prior experience with a school database system preferred.
3. An appreciation of the values of the College and a genuine willingness to support the spiritual, community and co-curricular life of the School.