



FINANCE ADMINISTRATION OFFICER IPSWICH GIRLS' GRAMMAR SCHOOL INCLUDING IPSWICH JUNIOR GRAMMAR SCHOOL

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education to students from Kindy to Year 12 (co-education from Kindy to Year 6, girls only Years 7-12). Established in 1892, the School is one of eight original Grammar Schools in Queensland. The School aims to educate students to become confident, well-educated young women, girls and boys and we pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

THE OPPORTUNITY

A short drive from Brisbane, the School's, heritage-listed campus is conveniently located in the middle of Ipswich. We offer the opportunities of a large city, with the quiet feel of a smaller town.

After an operational review of the Finance Team requirements, we now have a fantastic opportunity for an emerging finance professional to join the team in the newly created role of Finance Administration Officer.

Reporting through to the Finance Manager, you will provide a range of financial and administrative support services to support the Finance team to deliver department strategic and governance outcomes in a timely, efficient, and professional manner.

This is a part-time role, working 22.5hrs per week, so might suit a university student looking to balance their studies with real world experience or an individual looking for flexibility.

In this role you will provide overarching support to the operations of the Finance department as well as:

- Support income invoicing, receipting and accounts receivable reconciliation process
- Address all ATSI student funding requirements
- Regularly prepare bank reconciliations on all bank accounts
- Collation of information required for Bursary application review
- Support external audit for all Accounts Receivable, Discounts and Cash related requests
- Provide retail and administrative assistance in Uniform Shops, when required
- Perform daily finance administration tasks that support the Finance team and CFO
- Perform finance administration tasks that support the Board of Trustees, as required
- Provide administration assistance of WH&S process, as directed by the Finance Manager

With the diverse needs of the department, this role requires a willingness to be flexible with time and task variety, the ability to prioritise work efficiently, and a commitment to teamwork.

WHAT YOU WILL BRING

To be successful in this role, it is envisaged that you will be highly organised, with a positive 'can do' attitude, as well as:

Confident, well-educated young women



- Degree qualifications (or nearing completion) in Commerce (accounting, business, economics, etc) or tertiary qualifications in Accounting, Business or equivalent and/or relevant experience as deemed by the School as necessary to successfully carry out the duties of the position
- Practical work experience (ideally 12 months or more) in a similar role or within an accounting, administration, school, business, non-profit organisation, or similarly complex environment
- Sound knowledge and experience in MS Office with sound data base management capabilities
- Good written communication skills, including the appropriate use of English punctuation, grammar within a corporate style of environment.
- Well-developed organisational and time management skills, with high levels of attention to detail, and the ability to respond efficiently to competing demands.
- Ability to provide evidence of being fully vaccinated against COVID-19 as mandated by the Queensland Government for all staff working in a School environment
- Eligibility to work in Australia and be a holder of, or can obtain, a Working with Children Suitability Card (Blue Card).

Culture fit and attitude are also highly important to us, so a passion for the work you do and the ability to understand and work within our vision, mission and values is paramount to your success in this role.

APPLY NOW

If this sounds like you and you are interested in joining a highly respected school community, click the **APPLY NOW** button via **SEEK** or email your application to careers@iggs.qld.edu.au and provide a copy of your **CV, two referees, and a cover letter addressed to the Chief Financial Officer** outlining your experience as it relates to this role. Please address the **selection criteria** (over no more than two pages), contained within the Position Description, which can be found on the School's website [Careers | Ipswich Girls' Grammar School \(iggs.qld.edu.au\)](https://www.iggs.qld.edu.au).

Applications that do not address the selection criteria may not progress to the next stage of the recruitment process.

The successful candidate will be able to take advantage of our great benefits program including access to Salary Sacrificing including additional superannuation opportunities, ongoing professional development, and a supportive and engaging work environment.

We thank you for taking the time to send us your application for this role. We assess every application and will contact you directly if you are successful in moving to the next stage. Please note that applications should be sent to us by close of school (3.00pm) **Monday 20 June 2022**.