



St Paul's International College was founded in 1986 by the Sisters of St Paul de Chartres. This Order, founded in France in the late 17th century, has a long history of promoting academic excellence.

The College crest bears the Latin motto Omnibus Omnia, meaning 'All to all'. This phrase, taken from the First Letter of St Paul to the Corinthians, emphasises the need for tolerance, openness, understanding and kindness towards one another, regardless of cultural, social, racial or religious differences. In an increasingly globalised world, St. Paul's provides quality education for young people from a broad range of ethnic and cultural backgrounds to learn from and to respect each other's differences and to grow in an appreciation of their shared humanity.

## **Position Vacant - Accounts Co-ordinator**

The College is calling for applications for an Accounts Co-ordinator to support the Business Manager and the College in providing timely and accurate account keeping, payroll, reporting and contract administration.

The position is a full-time permanent role to start in 2025 with a Level 5 or 6 (dependent on qualifications and experience) Support Staff salary under the NSW Independent Catholic Schools Support Staff MEA.

For the right candidate, the College is also open to a more flexible working arrangement such as reduced hours and/or working weeks in line with school term.

### **Responsibilities**

- Payroll and accounts administration including bank reconciliations.
- Financial reporting administrative support.
- Human Resources administrative support including employment contract drafting.
- Report directly to the College Business Manager.
- Work within and foster the College's collaborative management structure and sense of teamwork.
- Respect and support the Sisters of St Paul in their mission to educate our students.



## **Selection Criteria**

- Relevant qualifications.
- NSW Working with Children Check.
- Experience in payroll administration.
- Accounting and/or financial administration experience.
- Relevant IT skills and experience such as MYOB software, statement and invoice design.
- Human Resource administration experience.
- Professional experience in a similar role in a similar not-for-profit setting will be advantageous.
- Experience with individual contracts and/or application of enterprise agreements.
- A demonstrated ability to work well within a team.
- Communication skills across the full range of mediums.

## **Applications**

Applications are to include an up-to-date CV with relevant experience, qualifications, skills and references, and a cover letter which addresses the selection criteria.

Applications are to be addressed to the College Director, Sr Angelina Fong, and sent via email to [info@spic.nsw.edu.au](mailto:info@spic.nsw.edu.au) by COB Wednesday October 16<sup>th</sup>, 2024.

In the meantime, we very much look forward to receiving your application. This is a wonderful leadership opportunity to make a positive impact within a caring and vibrant community.