



School Finance Assistant

School Finance Assistant  
(Accounts Receivable and Payable)

School Campus



Assist with processing scholarship distributions.  
Reconcile student accounts and resolve billing discrepancies.  
Manage enrolment fees and receipting.

Accounts Payable:

Receive and verify invoices and requisitions for goods and services.

The position reports to the School Accountant and Business Manager.

Internal Relationships: In carrying out the responsibilities listed in the Position Description, the School Finance Assistant will liaise with staff across the College as required to achieve the requirements of the position.

External Relationships: The School Finance Assistant will liaise with members of the College community, relevant committees, and outside associations, as well as peers in similar schools as necessary to fulfil the objectives of the position.

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1. The successful applicant will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number and clearance evidence.
2. Subject to a 6