



College Accountant

Full Time / Ongoing position

Commencing 13 May 2024

(or to be negotiated)

Applications close 10am Thursday 2 May 2024

This is a new and exciting era for the College, and we are seeking an exceptional College Accountant with high expectations, collaborative professionalism, strong sense of community and a desire for continual improvement, to become a senior member of the Iona Administration team.

The successful applicant will be an experienced and dedicated professional, able to demonstrate through their past experiences:

- Minimum 3-5 years' experience as an Accountant with demonstrated experience in managing a General Ledger for a medium sized organisation on accrual accounting basis.
- Qualifications held in Accounting, Business, or similar.
- Demonstrated banking, cash handling and reconciliation experience.
- Extensive experience and understanding of GST.
- Strong technological literacy across a range of applications, with advanced knowledge in MS Office products such as Excel, Word and Outlook, and programs such as Xero or MYOB.
- Demonstrated commitment to quality; ability to prioritise work and meet deadlines and self-motivation.
- Excellent communication skills including proven effective written, verbal and presentation skills with internal and external stakeholders.
- Proven ability to build and maintain effective relationships with both internal and external stakeholders including but not limited to students, parents, other staff members, schooling regulatory authorities and suppliers.
- Demonstrated ability to work autonomously and collaboratively within a dynamic organisation, with the use of creative and effective problem-solving techniques.
- A commitment to ongoing professional development and personal growth.
- Active support of the Catholic ethos and the Presentation traditions and practices of the College.

To apply, please attach:

- Covering letter addressed to the Principal, Ms Robyn Miller, outlining your experience and suitability for this role at Iona (no longer than one A4 page)
- Current Resume stating relevant work history, and contact details of three confidential referees.
- Valid (or able to obtain) National Police History Check from Western Australian Education and Training Sector (Crimtrac) and a Working With Children check

Enquiries can be emailed to jeff.thorne@iona.wa.edu.au

Applications are to be submitted via SEEK website

Phone (08) 9384 0066