

Administration Officer (Finance – Accounts Payable)

Central Office, Joondalup

Part-time, 0.4 FTE

Commences Term 2, 2022

About Alta-1 College

Alta-1 College WA is an independent Christian, co-educational, CARE (Curriculum and Reengagement in Education) School of 800 students located in various locations across the state. The College was started in Western Australia in 2004 and has since expanded to Queensland in 2015. We function as a multi-campus school, with nearly all Alta-1 Campuses deliberately utilising the premises of an existing church community. As a College, we intentionally work with disengaged and disadvantaged young people who are considered educationally, behaviourally and socio-emotionally at-risk. The students we see are between 12 and 18 years of age and are provided a pathway to complete their secondary education.

Recognising that young people learn best when they feel connected and safe, Alta-1 delivers education in a small school environment while also delivering a well-developed therapeutic recovery model. This unique model provides an environment of belonging for the students encouraging them to acknowledge, confront and resolve negativity while engaging in a journey of healing, restoration, identity formation and purpose finding.

Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people.

The opportunity

Do you have a heart for young people? Would you like the opportunity to help improve the lives of disadvantaged and disengaged teenagers?

This is a fantastic opportunity for a dedicated and passionate Administrator, with a heart to play a role in the lives of our students through administrative support within the Finance Department, in conjunction with general office duties.

Key responsibilities

- Process accounts payable
- Designated general office duties
- Providing administrative support to the Finance Department as required

About you

Essential requirements to be considered for the role

- A Christian committed to demonstrating that their beliefs and values are real and impact their daily life
- Meet the requirements to be granted a Working With Children Check and Nationally Coordinated Criminal History Check
- Previous financial administrative (accounts payable) experience
- A great eye for detail



For more information regarding the function and requirements of this role, please refer to the job description below.

Benefits of working for Alta-1 College

- Attractive salary packaging options available
- A fun and friendly Christian working environment

How to apply

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply.

To be considered, all applications must include:

- **cover letter**
- **separate document addressing the selection criteria**
- **current resume**
- **statement of faith or a written reference from your pastor**

You can locate the selection criteria in the job description below.

Please submit applications or queries regarding this role via email to recruitment@alta-1.wa.edu.au addressed to the Business Manager, Kevin Thomson.

Application closing date is Sunday, 15th May.

Alta-1 encourages you to apply for this position as soon as possible and reserves the right to close this vacancy without notice.

CHANGING LIVES ONE AT A TIME
www.alta-1.com.au

Selection criteria and job description

Alta-1 College

Administration Officer (Finance - Accounts Payable)

Selection criteria

Please ensure you address the below selection criteria in no more than four pages and submit, along with a cover letter, your resume and written pastoral reference or statement of faith.

Essential

1. Demonstrated personal faith and commitment to the Lord Jesus Christ.
2. Attend church on a regular basis.
3. To maintain a lifestyle consistent with Christian profession.
4. Meet the requirements to be granted a Working With Children Check and a Nationally Coordinated Criminal History Check.
5. Demonstrated sound understanding of office administration procedures.
6. Intermediate to advanced knowledge of Microsoft Office Suite.
7. Proven record of self-motivation, efficiency, and professionalism.
8. Ability to adapt and quickly respond to new systems and processes.
9. Demonstrated capacity to work as part of a team.
10. Ability to interact with a range of clientele in various capacities.
11. Proof of being fully vaccinated (Covid 19), as per government mandate for education workers

Desirable

1. Previous relevant employment.
2. MYOB experience
3. Accounts payable experience
4. Synergetic experience
5. Customer service experience

Job description

Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people.

Primary role

The primary role of the Administration Officer (Finance – Account Payable) within Alta-1 College office is to support the financial administration of the school's functioning, in conjunction with general office duties.

Role Domains

The role of the Administration Officer (Finance – Account Payable) is built around the following domains:

- Process accounts payable.
- Designated general office duties.

Responsibilities of the Role

Professional Responsibilities:

- The Administration Officer (Finance – Account Payable) serves as a member of the school's office administration team
- The Administration Officer (Finance – Account Payable) is required to maintain collegial and professional relationship with other members of the staff across Alta-1 College.
- The Administration Officer (Finance – Account Payable) is expected to actively support the Christian ethos of Alta-1 College.

Specific responsibilities of the Administration Officer (Finance – Account Payable) within the Alta-1 College office include the following:

Financial

- Process and pay school accounts – WA and QLD

Secretarial

- Manage invoices and accounts payable through the Accounts email inbox.
- Respond to requests by Director of Corporate Services.
- Provide secretarial support to Business Manager and Assistant Business Manager.

General Office Duties

- Assist with responding to mail and emails.
- Assist with general filing and archiving.
- Write correspondence as directed.
- Other duties as directed.

Reporting relationship

The Administration Officer (Finance – Account Payable) is responsible to the Director of Corporate Services, through the Business Manager

and Assistant Business Manager, for the general discharge of all his/her duties.

External relations

Public relations (eg. Contact with the media, police and other organisations) and contact with general external agencies is the responsibility of the Executive Officer or delegate.

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