



Bookkeeper required

Part time -10 hrs per week (school terms only)

Commencement Date - Term 1, 2021

Catholic School Parents WA (CSPWA) is the peak body representing and advocating on behalf of parents/carers who choose a Catholic education for their children in WA. CSPWA provides leadership and resources to advance the engagement of parents in education and education policy.

The Finance Officer for the office of CSPWA is responsible for the maintenance of the organisation's finances. This includes but is not limited to budget control, payroll, accounts payable/receivable, BAS and the provision of additional financial support as required by the Executive Director, CSPWA Treasurer or the full CSPWA Council.

Hours of work for this position will be 10 hours per week during school terms with some out-of-hours work expected. Hours will be reviewed after 3 months.

Intending applicants must be enthusiastic and adaptable, be fully supportive of the Catholic ethos, have excellent interpersonal and organisational skills and demonstrate experience in working co-operatively in a small team environment.

An excellent working knowledge of MYOB and Excel is essential and financial qualifications are desirable.

Confidential applications, including a covering letter and resume, together with two referee names and contact details must be received by 5pm Thursday 19th November 2020.

Please address applications or enquiries to siobhan@csp.wa.edu.au