



Finance Officer / Accounts Receivable Full Time - 1 Year LSL Cover

Trinity Anglican School (TAS) is a leading co-educational Independent Anglican school with an unrivalled reputation for excellence offering a premium education from Kindergarten to Year 12.

TAS is seeking a structured and organised professional who can:

- Prepare and maintain school fees accounts from Prep to Year 12
- Respond to parent enquiries
- Collect late fees
- Prepare statistical reports
- Be responsible for all incoming funds

The successful candidate will:

- Be proficient in MS applications and related school systems and have knowledge of GST
- Be an excellent communicator, have attention to detail and be proactive

Applicants should submit a covering letter and their resume to

Ms Helen Thompson, HR Manager
Trinity Anglican School
PO Box 110E, Earlville QLD 4870
or Email: hr@tas.qld.edu.au

Applications close 25 March 2018

The school has the right to fill the position prior to the closure date if the right candidate is found