

The Armidale School

Positions Vacant



Assistant Business Manager

We are seeking applications from qualified persons for this full time position which will commence at the end of Term 1, due to retirement.

The Assistant is directly responsible to (and works closely with) the Business Manager. He/she will have direct operational administration and financial management of the School and its entities.

These responsibilities include drafting the annual Budget, regular reporting against budget, all statutory financial and statistical reporting, FBT, BAS, asset management, fees collection, payroll and payment of accounts. An attractive salary package will be negotiated with the successful applicant.

Clerk – Accounts Payable

This is a 0.5 time (5 day per week) position within our Business Office, responsible for the payment of accounts, for purchasing and liaising with staff re orders and departmental budgets.

The successful applicant should possess practical financial and business knowledge and be a professional and efficient representative for the School in dealing directly with its many suppliers. Other duties may include cash and credit card reconciliation, banking and data entry.

Applications close Monday 15 February

For position descriptions and application form
<http://www.as.edu.au/employment.php>
or email reception@as.edu.au

