



## Accounts Payable and Payroll Officer:

Oceania Province of the Christian Brothers (*Australia, PNG, NZ, Philippines*)

Salary Range: Commensurate with experience 70-80K.

Location: Parkville, Victoria

Employment: Part time (Job Share) 0.6FTE- 3 days per week/45 hours per FN  
(Flexibility around the workdays and hours, for the suitable candidate)

### **About Us**

The Christian Brothers Oceania Province is a not-for-profit organisation founded on the values and charism of Edmund Rice to help transform the lives of those who are poor, neglected and those relegated to the margins of mainstream society. This charism is perpetuated throughout our different entities and expressions which extend local, nationally, and internationally.

### **The Role**

To assist the Province in Finance Department in the provision of accounting services for Province entities and ministries by:

- Processing accounts payable: to ensure efficient, timely and accurate processing of payments.
- Computing, classifying, and recording data associated with AP financial transactions.
- keeping financial records complete to ensure the production of accurate financial statements for the Province and its ministries.
- assisting with the maintenance of creditors ledgers for all entities
- As required:
  - Prepare and process payroll (Greentree) on a fortnightly basis
  - Processing accounts receivable including maintenance of debtors ledgers

### **Selection Criteria**

We are seeking a candidate with strong data entry, accounts payable and bookkeeping experience. The successful candidate will possess strong interpersonal skills, with proven organisational skills and strong attention to detail. A collaborative professional, with the ability to deal with accounts needs of the organisation.

Your covering letter will address your suitability to the role, drawing on your existing experience, skillset and aptitude equipping you for this role. Outlining tertiary qualifications, further studies, and experience in related disciplines.

We are seeking the 'right fit' for our organisation, if you feel this maybe you, we encourage you to apply.

Competency Area	Competencies
1. Values & Principles	<i>Demonstrated experience in aligning with organisation values and principles. Willingness to align with the ethos, culture, and mission of Christian Brothers, Oceania Province</i>
2. Relevant Experience	<i>Previous experience in a similar role. Proven organisational skills, with a demonstrated ability to prioritise tasks and meet deadlines.</i>

<b>3. Interpersonal Engagement</b>	<i>Demonstrated experience as a successful, efficient, and effective team member. A friendly and professional manner with the ability to build and maintain relationships and work effectively in a team.</i>
<b>4. Time Management and Self-Motivation</b>	<i>Experience in operating within time schedules and independently self-managing work priorities. Ability to adapt to circumstances, work autonomously, take initiative and be a self-motivator.</i>
<b>5. Communication and IT Proficiency</b>	<i>Excellent written and verbal skills. Demonstrates ability to work in a consultative, cooperative, and supportive team environment. Proficient in Excel, Microsoft Office Suite, Adobe Acrobat and MYOB would be, a benefit.</i>
<b>6. Flexibility</b>	<i>Willingness to work under pressure and juggle competing demands simultaneously. To ability to adapt to change and adjust work schedules accordingly.</i>
<b>7. Supervision</b>	<i>Willingness to participate in Professional Supervision.</i>

### **Child Protection:**

Christian Brothers Oceania Province is a child safe organisation, committed to the protection of children and vulnerable adults and has zero-tolerance of any abuse.

Applicants for the position will be the subject to:

- Working with Children Check and Clearance
- Federal Police Check and Clearance
- Comply with the Oceania Province of the Christian Brothers' Child Care, Safety & Protection Policy and Reporting Protocol
- Must be Covid vaccinated.

The position is an ongoing, Part time role (6-month probation) commencing ASAP ideally in February/March 2024

For a confidential discussion about the role, contact the HR Department on email [hadmin@edmundrice.org](mailto:hadmin@edmundrice.org) or PH 03 8359 0120

**TO APPLY** please submit your CV and covering letter addressed to:

Human Resources - [hadmin@edmundrice.org](mailto:hadmin@edmundrice.org)

Or mail Attention HR: P.O. Box 851 Parkville VIC 3052.

**Applications close 10:00pm (AEST) Sunday 18<sup>th</sup> Feb 2024.**

Please note, only shortlisted applicants will be contact