



MacKillop College

Accounts Payable Officer

We are a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is a college in the Josephite tradition, inspired by the spirit of St Mary of the Cross MacKillop; we invite passionate engagement in lifelong and authentic learning, respect diversity and support every person in the pursuit of excellence.

MacKillop is an innovative learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs that are respectful and responsive to the individual needs of approximately 1,730 students from Years 7-12.

About the role

The Accounts Payable Officer completes payments and controls expenses by ensuring invoices are correctly allocated, processed, verified and reconciled in a timely and efficient manner.

This role requires a high degree of accuracy, accountability and confidentiality to perform a broad range of tasks that will ensure MacKillop College meets all financial and legislative obligations. To be successful, we need a person who thrives in a fast-paced environment with a commitment to meet strict deadlines and adhere to specific audit requirements.

As a Catholic College, our staff must have an active commitment to working in and supporting a school culture that reflects gospel values and a pastoral approach towards student and staff wellbeing.

This is a full-time, parental leave relief position initially for 12 months.

Our ideal Candidate will have

- demonstrated experience in accounts payable processing
- proven ability to use financial systems and windows-based applications
- highly developed understanding of contemporary accounts payable practices and obligations
- proven track record in building relationships
- a demonstrated ability to problem solve and respond to queries in a timely manner

Benefits

- our staff are invited to regularly reflect upon and strengthen their practice
- our welcoming and supportive culture based on Gospel Values and a pastoral approach towards educator and student wellbeing
- contemporary facilities, across two campuses
- professional collaboration and support, including access to a team of dedicated instructional coaches and teacher mentors
- future career opportunities with our new K-12 campus in Wyndham Vale opening 2027.

Application

To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- MacKillop College application for employment form
- a current Curriculum Vitae
- a covering letter, outlining your suitability for the position

Completed applications can be emailed to employment@mackillop.vic.edu.au

Applications will close **Monday 24 February 2025**.

Further information: Please contact Michael Trainor, Director People & Culture on 0439 560 092.



