



**RPCS**  
REGENTS PARK  
CHRISTIAN SCHOOL

# Finance Officer

Permanent Part-Time  
Commencing January 2023

## ABOUT THE ROLE

The school is seeking an experienced Finance Officer to join the finance team. The role is responsible for the Accounts Receivable function within the school, including the timely invoicing of fees, debt collection on agreed terms, liaison with parents, and assessing and processing applications for fee assistance.

## ABOUT US

Regents Park Christian School is a culturally diverse, K-12 school located in the Sydney metropolitan area. We have been serving families for over 45 years and have a current enrolment of over 670 students with plans for future expansion. We are a Christ-centred learning community that seeks to grow students into confident and equipped individuals ready to make a difference in the world.

The school is committed to recruiting and nurturing high-quality staff. We value professional development, individual growth, and seek to provide leadership opportunities. Our staff community is passionate, supportive and collaborative, working towards our common goal of helping our students grow up into Christ.

## ABOUT YOU

The ideal candidate:

- Has a personal, active, Christian faith
- Is a team player who can work independently
- Has excellent interpersonal skills with strong verbal and written communication skills
- Is a proactive problem solver
- Can manage a receivable ledger and have previous collections experience
- Has excellent time management, organisation and prioritisation skills
- Has proficiency in MS office and possesses knowledge of accounting systems, ideally a school management system.

Previous experience in financial counselling will be an advantage, but not essential.

## SELECTION CRITERIA

- Possess strong verbal and written communication skills as well as excellent attention to detail
- Work effectively both independently and as a member of a team
- Sound analytical skills with an ability to identify and solve problems

- Intermediate level MS Office skills (Excel, Word)
- Certificate IV or above in Accounting or Bookkeeping or Business Administration
- Minimum of two (2) years' experience in collections, preferably with a School or a Not-for-profit organisation
- Experience in an Accounting System and/or School Management System (PCSchool, TASS)

Please enquire to view the full Position Description.

### **ENQUIRE AND APPLY**

Applicants should submit:

- Covering letter evidencing your suitability to fulfil the criteria above
- Curriculum Vitae including qualifications and work experience
- Completed application form available at [www.rpcs.nsw.edu.au/employment](http://www.rpcs.nsw.edu.au/employment)
- Minister's reference from your current Protestant church

Applications and enquiries should be addressed to Mrs Liz Day at [employment@rpcs.nsw.edu.au](mailto:employment@rpcs.nsw.edu.au).

**CLOSING DATE: Monday 16 January 2023**