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## Application Information – Accounts Assistant

### Position Details

<b>Position number:</b>	2022-003
<b>Position:</b>	Accounts Assistant
<b>Award:</b>	Modern Award: Educational Services (Schools) General Staff Award 2010
<b>Classification:</b>	Level 3.1
<b>Term:</b>	Permanent, Part Time, Term Time (10 hrs/week, during school term)
<b>Position commences:</b>	11 July 2022
<b>Position ends:</b>	N/A
<b>Date advertised:</b>	22 June 2022
<b>Application closing date:</b>	6 July 2022

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### Position Description

Please see document ***Position Description: Accounts Assistant.***

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### Qualifications & Experience

- Mandatory:** A Qld Blue Card (working with children check) is a requirement of this role.
- Desirable:** Certificate III (or higher) in Accounting (or similar) would be highly regarded. Alternatively, suitable experience will be considered.
- Experience in a school accounts / bookkeeping environment would be highly regarded.
- Experience with the TASS (The Alpha School System) school management system would be highly regarded.
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### Selection Criteria

1. Demonstrated skills in accounting / bookkeeping, as well as a high level of accuracy and attention to detail.
  2. Demonstrated IT skills, particularly with accounting software, Microsoft Office (particularly Excel), and effective database administration.
  3. Demonstrated customer service skills, specifically the ability to communicate respectfully and promptly with parents and other stakeholders.
  4. Demonstrated ability to work independently, as well as cohesively as a member of a team.
  5. Understanding of Workplace Health & Safety principals and their application in an educational environment.
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## Application instructions

Please complete an “Application for Advertised Position Form” and send this along with your CV and a covering letter that includes **responses to the selection criteria** to:

Att: HR Manager  
By email: [hr@cms.qld.edu.au](mailto:hr@cms.qld.edu.au)  
By mail: Caboolture Montessori School  
PO Box 1610  
CABOOLTURE QLD 4510

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