

EMPLOYMENT OPPORTUNITY

ACCOUNTANT



- **Part Time Permanent Position**
- **43 weeks per annum**
- **20 hours per week across 5 days (which may be negotiated)**

INTRODUCTION

HILLS is seeking an enthusiastic person who has proven accounting experience and/or qualifications for an position commencing late June:

- who can enhance our existing strong culture of community
- to work within a highly enthusiastic and supportive team
- who is reliable, trustworthy, adaptable, efficient and possess the ability to work as an effective team member.
- who will support the Vision of the School as stated in the Constitution.

QUALIFICATIONS/PRE-REQUISITES

These qualifications/certificates are required prior to commencing employment at HILLS and must be updated for the duration of employments at HILLS (please provide copy with application):

- Relevant experience/qualification in book keeping/finance/accountancy
- Current Working with Children's Check (WWCC)

(Please include SRN number on CV if applicable)

- Current Reporting to Abuse & Neglect Certificate (RAN-EC)
- Current First Aid Certificate
- Current Driver's License

APPLICATION PROCESS

Please submit a one page covering letter, your Curriculum Vitae (CV) and a maximum two page document responding to the Key Selection Criteria outlined in the Role Description. Please include in your CV two professional referees and one personal referee who can comment about your Christian faith along with copies of the relevant qualifications/certificates.

Applications to be addressed to the Business Manager, Mr Chris Taylor and emailed to Principal's Assistant, Kirby Toma at ktoma@hccs.sa.edu.au

Applications close: COB Monday 21st June 2021

[CLICK HERE FOR FULL ROLE DESCRIPTION & KEY SELECTION CRITERIA](#)

Hills Christian Community School is a unique co-educational, non-denominational Christian School located on over 19 acres of picturesque property at Verdun in the stunning Adelaide Hills. The School caters for around 500 students and in the last ten years has introduced an Early Learning Centre, a Year 7 Centre, nine acres of Nature Play and a brand new Year 8 – 12 Secondary campus to complement the outstanding Primary School.

With an impressive reputation for providing a broad range of ELC – Year 12 experiences, the School respects and nurtures the individual and promotes core Christian values, a love of learning and resilience in its students. HILLS is blessed to have attracted a top quality staff team who actively engage children with their learning.

