

Re-Advertised

Accounts Payable Officer (Part time)

Huntingtower has a long tradition of excellence and consistently performs academically among the top schools in Victoria. We are seeking a suitably qualified, detail-oriented and motivated **Accounts Payable Officer** to join our Finance team in a **part time capacity** from late January 2026.

This position will primarily work Monday and Friday (8.00am to 4.00pm) and Tuesday and Thursday mornings (4 hours per day). The Accounts Payable Officer is responsible for managing accounts payable and providing comprehensive support to the Finance Manager across a range of financial and administrative functions.

The role requires accuracy, strong organisational skills and a thorough understanding of financial and school-based processes. The successful candidate will demonstrate excellent interpersonal and communication skills, proficiency with financial systems (Synergetic and/or Alii highly recommended) and a commitment to the School's values and child-safe culture.

Key responsibilities

- Process and reconcile accounts payable, including supplier set-up, purchase orders, invoice approvals, payment runs and monthly statement reconciliations
- Review and manage open purchase orders in Alii, ensuring timely closure
- Assist with financial reporting, reconciliations and department budget reviews
- Liaise professionally with suppliers and internal stakeholders, delivering excellent customer service and timely communication
- Maintain accurate financial records and administrative records, ensuring compliance with School policies and procedures
- Support the Finance Manager and Director of Business Operations with audit preparation, month-end process and reporting tasks
- Administer and manage bookings for external hire of the School's facilities, including correspondence with stakeholders

What we are looking for

- A minimum of three years of experience in accounts payable or similar finance role
- Certificate IV in Finance/ Accounting or equivalent qualification (preferred)
- Strong understanding of accounts payable processes and GST requirements
- Experience with financial systems, particularly Synergetic and/or Alii (highly advantageous)
- Previous experience working in a school environment is an advantage
- High level of organisation, accuracy and ability to meet strict deadlines
- Excellent interpersonal and communication skills, with a professional and friendly approach
- Proficiency in Microsoft Office (especially Excel) and database systems
- Ability to work collaboratively in a team environment while also managing tasks independently
- Commitment to ongoing professional learning and development

This is a **part time, ongoing position** with 5.4 weeks annual leave, aligned with the school holiday periods. We offer a supportive work environment, opportunities for professional growth and the chance to contribute to our school's legacy of excellence.

Applicants must hold a current Working with Children Check, provide a clear Criminal Record Check, and demonstrate a strong commitment to child safety and the wellbeing of young people.

Information about the School can be found on our [website](#) and the position description is available below.

If you are a dedicated, organised and professional person who would like to become part of a caring Christian environment, please submit your application via the [Huntingtower School – Employment Opportunities](#), by **Friday 14 November** including the names, addresses and telephone numbers of three referees.

We will shortlist and interview high-quality applications as they are received, and we strongly encourage interested candidates to apply as soon as possible.

The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The School undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



Position Description

Accounts Payable Officer (Part time)

Nature of Role

The Accounts Payable Officer position is a part-time role, working Monday and Friday from 8.00am to 4.00pm and Tuesday and Thursday mornings (preferably 8.30am–12.30pm). The incumbent is responsible for managing all functions associated with accounts payable and provides support to the Finance Manager across a range of financial and administrative functions.

Key responsibilities include managing purchase orders, processing invoices, reconciling statements including the credit card and overall management of supplier accounts.

The position requires a high level of accuracy, attention to detail and a thorough understanding of school operations, financial processes and timelines.

Main Responsibilities and Duties

Accounts Payable

Successful delivery of:

- Liaising with creditors and responding to internal/external queries including following up on outstanding/disputed creditor invoices
- Obtaining approval of invoices from appropriate key personnel and heads of department
- Accurately coding invoices with general ledger account numbers and ensuring GST is correctly applied, seeking clarification where necessary
- Reviewing open purchase orders in Alii and following up to ensure timely closure where appropriate
- Processing invoices that have been checked, coded and approved, including matching purchase orders and ensuring accurate transfer from Alii to Synergetic
- Batching, posting and filing creditor invoices electronically
- Setting up and maintaining approved creditor and supplier accounts with Synergetic, ensuring all details and documentation comply with internal controls and approval processes
- Running weekly EFT payment batches ensuring strict adherence to timeframes set by the Finance Manager
- Producing and sending remittance advices for all payments
- Producing credit card account reconciliations, ensuring all supporting documentation is maintained and preparing monthly reconciliations
- Managing petty cash and reconciliations on a monthly basis and creating floats upon request
- Regularly reconciling creditor statements to ensure accuracy and completeness
- Effectively managing a high volume of emails and queries
- Maintaining the prepayment register
- Identifying key expense accruals (e.g. utilities, IT, telephony and other periodical payments) for effective month-end reporting
- Identifying opportunities to streamline vendors and creditor/supplier payments
- Maintaining supplier master data files within Synergetic
- Liaising with the School's external auditors and production of required reconciliations and reports

Facility Hire Bookings

- Administering and managing external bookings of the School's facilities
- Maintaining and updating booking schedules to ensure accurate and timely coordination of all facility usage
- Liaising with internal departments and external stakeholders to confirm booking details, requirements and associated logistics
- Managing correspondence related to bookings, providing prompt and courteous communication to all stakeholders
- Maintaining comprehensive records of bookings, correspondence and related financial transactions
- Supporting the Finance Manager in reconciling income associated with facility hire
- Identifying opportunities to improve efficiency and stakeholder experience within the bookings process

Finance related tasks

- Assisting the Finance Manager with departmental budget reviews
- Supporting the Finance Manager and Director of Business Operations with audit preparation, month-end processes and reporting tasks
- Undertaking any other duties as requested by the Finance Manager or Director of Business Operations

Service Excellence and Customer Relationship Management

- Deliver accurate and effective communications to all Stakeholders
- Excellent consulting, writing, editing, presentation and communication skills
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders
- Ability to handle confidential information with integrity
- Displays empathy, commitment and resilience
- Possesses sound judgement and a calm and mature disposition
- Work well in a team and be prepared to assist others when required
- A firm belief in and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values

Position Requirements

- A minimum of three years of experience in a similar role
- Certificate IV in Finance/Accounting or equivalent level of education in accounting preferred
- Demonstrated strong database and computer competency
- An understanding of accounts payable and accounting processes
- An understanding of statutory requirements of indirect taxes such as GST
- Experience using Synergetic and/or Alii software (highly advantageous) and previous experience in an independent school environment will be a distinct advantage
- Well-developed time management, administrative and organisational skills
- High level of organisation and ability to work autonomously while meeting strict deadlines
- Working effectively as part of a diverse team as well as independently with limited supervision
- Excellent interpersonal and communication skills, with the ability to build and maintain constructive working relationships across the School
- Adaptable and flexible approach, with a strong understanding of the evolving nature of schools and the ability to operate effectively in a changing business environment
- A strong capacity for patience and empathy in fostering a culture of care, innovation and high performance
- Ability to champion and embody the School's values through professional conduct, integrity, performance and collegiality

- Excellent IT skills, including intermediate to advanced proficiency in Microsoft Office (particularly Excel) and database systems
- Commitment to ongoing professional development and participation in Professional Learning activities provided by the School
- 5.4 weeks annual leave to be taken during non-term time depending on operational requirements
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment
- A positive history of working with children and experience in child-related work
- A strong belief in child safety and protection and a willingness to be actively engaged in the School's child safe culture

Flexibility

- Some out-of-hours work and/or flexible hours may be required during periods such as month end
- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Finance Manager

Key Relationships

Reporting to:

- Finance Manager
- Director of Business Operations

Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour and participating in relevant training to ensure a safe environment
- Being familiar with emergency procedures and being ready to implement them if necessary

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse

- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting and complying with the *Child Safety Code of Conduct and Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy* and act in accordance with the *Child Safety Code of Conduct and Staff Code of Conduct*

Acknowledgement

Position Descriptions may be modified from time to time in accordance with School Policy, relevant Awards or Legislative amendments.

Awards may be modified or replaced in accordance with the Fair Work Act 2009.