

**Lutheran Education SA, NT & WA**

The Lutheran Education SA, NT & WA (LESNW) is situated in North Adelaide and provides support, encouragement and leadership for school communities as they fulfil their educational responsibilities within the context of Christian ministry. The LESNW comprises 34 schools, 5 pre-schools and 3 child-care centres situated throughout South Australia, Northern Territory and Western Australia.

Applications are invited for the position of:

**Finance Officer**

This pivotal role requires someone who has the expertise, experience and confidence to administer the finance and accounting functions of the LESNW office and associated Kindergartens. The successful applicant will be part of a dynamic, positive and innovative team tasked to assist schools, kindergartens and child care centres build operational capacity in response to the changing needs of education. If you enjoy a challenge, strategizing and implementing change we’d like to hear from you.

Reporting directly to the Business Director and based in North Adelaide, the Finance Officer will be tasked with maintaining Payroll, Debtors, Creditors and General Ledger functions as well as various reporting obligations. ICT troubleshooting knowledge and experience with MYOB or XERO would be favourable and some travel may be required, on a needs basis, to deliver partnered business outcomes for various learning communities.

LESNW is seeking someone with a strong moral character that reflects the Lutheran Education core values of: Love, Justice, Compassion, Forgiveness, Service, Courage, Humility, Hope, Quality, Appreciation.

This is a full-time position, on an initial two year contract, with salary offered in line with Grade 4 (1st Year) of the Lutheran Schools SA Enterprise Agreement 2017.

Please contact Heather Waring, LESNW Executive Assistant (heather.waring@lesnw.edu.au) for the detailed job description.

Applications are to consist of a covering letter, curriculum vitae and the contact details of three referees.

**Applications close: 13th August 2018 at 5pm.**

Please mark your application ‘Confidential’ and submit by email to:

Mr John Proeve

Executive Director

Phone: 08 8267 8401

john.proeve@lesnw.edu.au