



Accounts Receivable Officer

Ongoing Position 0.80FTE to 1.00FTE

Commencing May 2026

Salary range Level 5 \$91,422 to \$98,207 p.a

About Us

Newman College is a Catholic PK–12 school educating in the Marist tradition, with an enrolment of approximately 1850 students. We are committed to fostering a vibrant, supportive, and future-focused learning environment. Our operations—spanning learning, wellbeing, and community engagement—are underpinned by professionalism, innovation, and contemporary practice.

At Newman College, you'll join a supportive, forward-thinking community grounded in the Marist tradition. We foster collaboration, professional growth, and a strong sense of community. Staff also enjoy an active social culture and access to onsite facilities, including the pool and weights room, to support wellbeing.

About the Role

The Accounts Receivable Officer plays a pivotal role in supporting the effective financial operations of the College by ensuring the accurate and timely management of family accounts. Working closely with the Finance team, the role is responsible for billing, receipting, maintaining family financial data, and managing debtors, providing a high level of service to College families, balancing the need for financial management with compassion and support.

The position also contributes to broader finance processes as required, supporting compliance, financial reporting, and continuous improvement within a dynamic school environment.

Key Responsibilities

- Produce and manage family accounts, including billing, receipting, and banking
- Maintain accurate family financial records and debtor control
- Administer direct debit and credit card payment processes
- Manage statement reminders and follow up outstanding fees with families
- Process fee assistance and Health Care Card applications
- Maintain cash handling, petty cash, and safe security procedures
- Provide support to broader finance functions, including reconciliations, reporting, and audits
- Assist with accounts, payroll, and other finance duties as required
- Ensure compliance with relevant policies, procedures, and legislative requirements

About You

The successful applicant will ideally demonstrate:

- Proven experience in accounts receivable, billing, and debt collection
- Strong attention to detail and accuracy in financial processing
- Well-developed organisational and time management skills
- High-level interpersonal and communication skills, with strong customer service focus that is solution focused
- Ability to work both independently and collaboratively within a team
- Confidence using financial systems and Microsoft Office applications
- Discretion and the ability to maintain confidentiality
- A commitment to supporting the mission, values, and child-safe culture of the College

Challenge — Collaborate — Create — Celebrate



To Apply

Your application must include:

- **Cover Letter:** (max 2 pages) outlining your suitability for the role.
- **Curriculum Vitae:** Relevant work history including a brief outline of the responsibilities associated with each role.
- **Referees:** Provide the names and contact details of three referees (including current employer). Please note that the Principal of Newman College reserves the right to contact persons not nominated by the applicant.

Applications Close

Tuesday 28 April 2026 (5pm).

We encourage you to apply as soon as possible, as the College reserves the right to appoint a suitable candidate before the closing date.

For enquiries, please contact People & Culture at employment@newman.wa.edu.au

Newman College is committed to the protection and safeguarding of all members of our community. All employees must satisfy rigorous screening requirements and comply with all Child Safety and College Wellbeing policies.

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