

## **PART TIME POSITION AVAILABLE**

Lanyon High School is seeking expressions of interest for the part time role of bookkeeper for our Parents & Citizens Committee. This role will require your assistance for approximately 5 hours per fortnight.

Basic responsibilities include:

- ✚ Noting all funds received and expended on behalf of the Committee.
- ✚ Payment of invoices from suppliers associated with the operation of the Canteen.
- ✚ Payment of canteen staff wages, superannuation and taxation obligations.
- ✚ Providing a complete record of monies for the appointed accountant as required for the annual audit.

Requirements to be considered for this role are that you:

- ✚ Must have access to own accounting system i.e. QuickBooks or MYOB.
- ✚ Are prepared to attend Committee meetings as required (approximately 7 per year).
- ✚ Have appropriate references that can attest to your skills in this area.

Expressions of interest, advising of your experience, your expectation of the role and details of your hourly charge for the services you will provide should be detailed.

Please direct any queries to our previous Treasurer – Kate Nielsen on 6294 4184 (ah).

Your response should be emailed to [tmsims@bigpond.net.au](mailto:tmsims@bigpond.net.au)