



Mercy Education

CORPORATE ACCOUNTANT

Full-Time Ongoing Position

(applications for part-time employment at 0.8 FTE will be considered)

Mercy Education Limited (MEL) is the education ministry of the Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) and, with the addition of Emmanuel College Warrnambool in 2021, governs thirteen Mercy Colleges across Victoria, South Australia and Western Australia.

The successful applicant will be responsible for providing advice and expertise to support the work of the company's Head of Business Operations (CFO). Specific responsibilities include:

- Preparation of consolidated group accounts, including financial benchmarking and bank reporting
- Collation and review of school interim accounts and budget submissions
- Support for Central Payroll Service operations
- Preparation of the corporate FBT Return
- Co-ordination of the corporate insurance portfolio
- Monitoring school capital works projects from initial application to project completion

Role commences WED 27 JAN 2021

Detailed information and required application procedures for the position are available at:

www.mercy.edu.au/governance/employment

APPLICATIONS CLOSE AT 4:00 pm WED 04 NOV 2020

An insight into the work of Mercy Education may be obtained by visiting our website:

www.mercy.edu.au

Mercy Education is committed to ensuring the safety, wellbeing and dignity of all children and young people

Mercy Education Limited ABN: 69 154 531 870