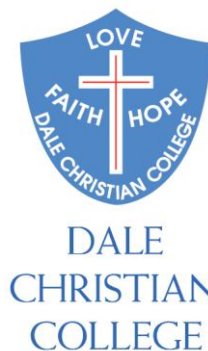


Position: Bookkeeper (Part Time 0.6 FTE)
Employment Commencement: Immediate/Negotiable
Application Closing Date: 30 October 2025



Are you an experienced bookkeeper who thrives on accuracy and enjoys contributing to a dynamic team? Dale Christian College WA is looking for a dedicated **Bookkeeper** to support our school's financial operations and play a key role in stewarding our resources.

About the Role

- **Part-time position** (0.6 FTE, 3 days per week – 22.5 hours)
- **Salary:** \$40,400 to \$47,642 (pro-rata, depending on experience)
- **Contract:** Initial 6-month probationary period with potential for ongoing employment

You will be responsible for processing payroll, tuition billing, debt recovery, and assisting the Business Manager with financial reporting, budgeting, and compliance.

Key Responsibilities

- Process payroll, leave, and superannuation.
- Assist with HR/payroll employment contracts.
- Process tuition fees, billing, and parent statements.
- Manage debt collection and maintain KPIs.
- Support BAS, FBT, ACNC, census, and other statutory submissions.
- Prepare for external audits and annual financial statements.
- Maintain financial data accuracy and assist with TASS system integration.
- Handle insurance claims and related enquiries.
- Assist the Business Manager with budget preparation, monitoring, and board reports.

Requirements

- Qualifications in bookkeeping, accounting, or finance; experience in a similar role preferred.
- Strong knowledge of payroll procedures and employee benefits.
- Experience in debt collection processes.
- Advanced Excel skills and proficiency with accounting/payroll systems; experience with TASS is advantageous.
- Excellent organisational and time-management skills.
- Strong interpersonal and communication abilities.
- Team player with a proactive mindset and willingness to innovate.

About Us:

Dale Christian College is a ministry of the Armadale Congregational Church that provides high-quality education based on Christian principles, fostering academic excellence, self-discipline, and a Biblical worldview in our students.

How to Apply:

Applications must be submitted via the following email: employment@dalecc.wa.edu.au, referencing the position title, and include the following:

- Covering Letter
- Completed Application for Employment Form (please copy and paste link)
<https://dalecc.wa.edu.au/wp-content/uploads/2025/05/Application-for-Employment-2025.pdf>
- Curriculum Vitae, including two referee contact details (*Personal & Current Line Manager - will not be contacted unless shortlisted*)
- Pastor/Minister Reference Letter
- Evidence of current *WWCC, National Police Clearance, TRBWA Registration (If applicable), Australian Citizenship, Permanent Residency and Academic qualifications and transcripts (certified)*

All applications and enquiries should be addressed to:

The Principal
Dale Christian College WA
P O Box 273
ARMADALE WA 6992

Applications not received via the above email address will not be accepted.

All candidates are subject to screening and assessment against child safety standards as part of the recruitment process at Dale Christian College WA.

☎ (08) 9497 1444
📍 150 Forrest Road, Armadale WA 6112
✉ PO Box 273, Armadale WA 6992
@ dale@dalecc.wa.edu.au
🌐 www.dalecc.wa.edu.au
ABN: 60 654 705 610