



## Corporate Administration Officer Marketing and Communities Team

### Full time (Term-time plus 6 weeks) – Commencing January 2024

The Southport School is a leading Anglican Day and Boarding School for boys situated on the banks of the beautiful Nerang River in the heart of the Gold Coast. The Southport School (TSS) has been established for 122 years and is committed to providing excellence in leadership, learning and teaching, pastoral care and extra-curricular endeavours within a balanced, holistic Christian environment. The School has a vibrant Boarding, Education, Cultural and Sporting program that extends across the full year and two campuses.

The Southport School is introducing a new role of Corporate Administration Officer to provide high level administrative support, with a focus on financial administration, to our active PandF Executive and Supporter Group community and the School.

We are excited to speak with candidates who:

- Are highly effective and able to work independently, and as well as being an integral and active member of our Finance and Community Engagement team.
- Demonstrate initiative, proactivity and solution focused problem-solving skills.
- A high degree of attention to detail (data entry accuracy and financial management skills are essential).
- Can evidence strong organizational and time management skills - the ability to manage competing priorities effectively; and
- Demonstrate a willingness to adapt and respond to the evolving nature of working in schools and the needs of our Community.

This role is a full-time position (term time plus 6 weeks), operating Monday to Friday, 8.15am to 4.15pm daily. Importantly we are seeking candidates who have a high level of **administrative and financial capability** with recent experience in all aspects of financial management including processing accounts payable, receivable and reimbursements, end of financial reconciliations and processing journals and other budgetary adjustments essential.

As part of our TSS team and community, we offer all our employees a wonderfully supportive working environment, including access to our exceptional facilities (gym, pool, tennis courts, yoga, etc.) as part of our wellbeing offering, and we encourage all of our non-teaching team members to become engaged in the wider school program through our co-curricular offerings through our sporting and cultural programs.

Successful candidates will be willing to support the Anglican Code of Conduct and Ethos of the School. Applicants must hold or be eligible to hold a working with children Blue Card and will be asked to provide a recent criminal history check certificate.

Only applications submitted [online](#) will be considered and applications close on **Wednesday 3 January 2024 at 5pm.**

Whilst we look forward to contacting all candidates from 09<sup>th</sup> January, please note that amazing candidates may be contacted and interviewed prior to the closing date so get your applications in to us quick!

If you would like more information regarding this role, please visit the [TSS Website](#) or contact our Marketing and Communities Manager - [Renee.Buckingham@tss.qld.edu.au](mailto:Renee.Buckingham@tss.qld.edu.au) with candidates to direct applications to:

Marketing and Communities Manager  
The Southport School  
2 Winchester Street  
Southport, QLD 4215