

Trinity Theological College, Leederville, Western Australia

Finance Assistant (0.6 - 0.8 FTE)

Who We Are

Trinity Theological College exists to “prepare people for effective Christian service.” Some 400 degree and diploma graduates now serve in churches or parachurch ministries in Australia and beyond. Our Certificate in Christian Studies (Trinity at Night and Trinity in Town) have benefitted over 4000 people.

Trinity is an independent theological College with an evangelical and Reformed tradition. We treasure the person and work of God as Father, Son and Holy Spirit and acknowledge the inspiration and authority of the Bible in all matters of faith and conduct. Our training emphasizes: the gospel as the message of Scriptures, theological integration, learning in community, and various ministry applications. We are an affiliated college of the Australian College of Theology.

Who We Need

Trinity seeks a **Finance Assistant** to run the day-to-day finance systems of the College.

About the Role

This is an all-encompassing role that includes:

- Creating creditor and debtor invoices
- Creating payments for authorisation, processing the payments, and matching to bank accounts
- Reconciling bank, credit card, and investment accounts
- Processing payroll from beginning to end
- Preparing BAS, superannuation, and other lodgements

Most of these tasks will be done in conjunction with others. Good teamwork and communication are essential for this role.

The successful candidate will also demonstrate high integrity and confidentiality. They will be an experienced bookkeeper, with a recognised qualification in a relevant field.

Please see the accompanying [Position Description](#) for details.

Job Environment

- Salary (pro-rata) (depending on qualification and skill level)
- Shared car bay available
- Six-month probationary period

Why Trinity?

- ✓ Contribute to raising up the next generation of Christian leaders
- ✓ Work alongside others who share the same vision
- ✓ Benefit from the support and encouragement of a Christian community

How to Apply

- Submit an electronic application to the Business Manager at employment@ttc.wa.edu.au with “Finance Assistant” in the subject line and include **all** the following attachments:
 - ✓ Covering letter that addresses the Selection Criteria as detailed in the accompanying *Position Description*. Please ensure you use a separate heading for each criterion, include recent examples, and explain how your skills, qualifications, or experience demonstrate the criterion
 - ✓ Resume (CV)
 - ✓ Name and contact details for the following referees:
 - Work experience (current manager preferred)
 - Current church pastor or leader
- Any questions related to this position, or the College, should be directed to the above address.
- Applications will be acknowledged.
- Applications close **4pm, 3 May 2024**. Trinity Theological College reserves the right not to make an appointment.