



MacKillop College

Accounts Payable Officer

We are a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is a college in the Josephite tradition, inspired by the spirit of St Mary of the Cross MacKillop; we invite passionate engagement in lifelong and authentic learning, respect diversity and support every person in the pursuit of excellence.

About the role

We are seeking a finance/administrative professional who approaches their work with integrity and initiative.

This role implements all required financial controls for payments and ensures invoices are correctly allocated, processed, verified and reconciled in a timely and efficient manner. The successful applicant will bring demonstrated experience in accounts payable or a similar role, strong proficiency in financial systems and/or the Microsoft suite, combined with the ability to manage competing priorities within clear timelines.

This is an opportunity to join a well-established team and make a vital contribution towards assisting the College to meet its financial compliance and audit obligations. We are looking for a highly collaborative person to provide clear guidance on purchasing processes and someone who can maintain positive, professional relationships with suppliers and service providers by communicating with clarity and professionalism.

This is a fixed term appointment until Friday 18 December 2026 (leave replacement)

Our ideal Candidate will have

- demonstrated experience in accounts payable processing
- proven ability to use financial systems and windows-based applications
- highly developed understanding of contemporary accounts payable practices and obligations
- proven track record in building relationships
- a demonstrated ability to problem solve and respond to queries in a timely manner

Benefits

- our staff are invited to regularly reflect upon and strengthen their practice
- our welcoming and supportive culture based on Gospel Values and a pastoral approach towards educator and student wellbeing
- contemporary facilities, across two campuses
- professional collaboration and support, including access to a team of dedicated instructional coaches and teacher mentors
- future career opportunities with our new K-12 campus in Wyndham Vale opening 2027.

Application

To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- MacKillop College application for employment form
- a current Curriculum Vitae
- a covering letter, outlining your suitability for the position

Completed applications can be emailed to employment@mackillop.vic.edu.au

Applications will close **2 March 2026**.

Further information: Please contact Michael Trainor, Director People & Culture on 0439 560 092.

MacKillop College promotes the safety, wellbeing, and inclusion of all students

