



Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

Epsom Girls Grammar School Vision and Values

***Vision:** Enabling ākonga to be confident, resilient and agentic*

Epsom Girls Grammar School Te Kura Tuarua o Ngā Taitamāhine o Maungawhau is committed to the principles of Te Tiriti o Waitangi and the New Zealand Curriculum. Learning is founded on traditions of whānaungatanga, service and commitment to high quality education. Ākonga are empowered to be open to change, culturally responsive and reflective.

***Values:** Courage, compassion, curiosity, community*

Position:	Accounts Receivable Assistant 30 hours per week, Monday to Friday (52 weeks per year, including 4 weeks' leave)
Responsible to:	Finance Manager
Direct involvement with:	School Staff/School Community
Primary responsibility:	To contribute to the development of a learning environment in which the aims of the Learning at EGGS Statement may be achieved within the specific context of the Accounts Receivable role
Key Tasks:	<ul style="list-style-type: none">● Receipting payments● Bank reconciliation● Maintaining KAMAR student charges● Invoicing● Cash handling
Key Skills:	<ul style="list-style-type: none">● High volume accounts receivable experience● Excellent verbal and written communication skills● Intermediate Excel Skills● Attention to detail● Adaptability
The successful applicant should have/be:	<ul style="list-style-type: none">● Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi● Understand and use restorative principles to maintain positive relationships with students, parents, teachers, and members engaging with the School community● Experienced in accounts receivable● KAMAR and Xero experience● Flexibility and be a collaborative team member● A proactive problem solver