

Role Description	
Role Title	Finance and Administration Officer
FTE	0.6 - 0.8FTE
Reports to	Head of Frensham Schools through the Director of Finance
Commencement	As soon as practicable

About Frensham Schools

Established in 1913, Frensham is one of Australia’s most respected boarding and day schools for girls. Frensham Junior School was founded in 1954 and is now the leading academic, co-educational primary school in the Southern Highlands. At Frensham Schools we inspire students to be critical, ethical and flexible thinkers, equipped to be future leaders in a complex and rapidly changing world.

Our passionate and dedicated staff work as a highly professional team that takes the time to consider and support each student’s individual learning, growth and development as independent, empowered young people. In a stimulating learning environment, surrounded by an abundance of natural beauty, our students are challenged and supported to develop the skills and the motivation to contribute positively to their local and global communities. They are taught to value kindness, resilience, empathy and compassion, and to carry these attributes with them for life, alongside the Schools’ core values.

Position Overview

Frensham Schools is seeking an experienced and skilled **Finance and Administration Officer** to join the Company Office team which provides executive and administrative support to the Director of Finance. The role is offered on a permanent part-time basis (3-4 days per week).

As the Finance and Administration Officer you will undertake a broad range of financial, administrative, risk, compliance and other tasks relating to the day-to-day activities of the Schools. You will be the primary officer responsible for payroll, supported by another Administration Officer. You will also provide secondary support for accounts receivable, with both officers interchanging roles as needed to ensure continuity of service and effective coverage during absences or peak periods.

The role operates within a small and highly collaborative administrative team, where officers provide mutual support and rotate responsibilities as required to ensure seamless service delivery.

This role must maintain strict confidentiality when handling sensitive information and ensure compliance with privacy regulations. Professional conduct is expected at all times, including respectful communication, discretion in managing data, and safeguarding the integrity of School records.

Key Responsibilities

- Payroll preparation and processing, including superannuation processing.
- School financial and regulatory reporting.
- Preparation of GST/BAS requirements.
- Management of end-to-end accounts receivable processes, including invoicing, collections, and reconciliations.
- Assistance with internal controls and budgetary requirements.
- Provide backup administrative support for risk, compliance and HR functions, particularly during staff leave periods or peak workload times.
- Ad-hoc administrative duties
- Other tasks and duties as directed by the Director of Finance.

Position Requirements

- Experience in payroll processing and/or debtor management.
- Professional, courteous and respectful demeanour when communicating with staff, parents, students and other stakeholders.
- Exemplary written and verbal communication skills.
- Strong attention to detail.
- Maintain confidentiality when handling sensitive information.
- Ability to work both independently and collaboratively.
- Strong computer literacy skills in working with databases and Microsoft Office, particularly Excel and accounting systems.
- Willingness to take ownership of tasks and accept responsibility.
- A flexible approach to changing priorities in the workplace.
- An enquiring mind and a desire to learn new tasks and skills.
- An approachable, kind and courteous manner.
- Ability to think clearly, problem solve and remain calm under pressure.
- Experience working in an administrative office within a NSW Independent School or similar educational environment will be highly regarded.
- Experience in Human Resources and / or Risk Management and Compliance will be highly regarded.
- Proven ability to use *Synergetic* effectively in a school administrative environment is essential.
- Relevant experience is highly valued; formal accounting or HR qualifications are welcomed but not essential.
- Working With Children Check essential (for paid work).

Commencement: As soon as practicable.

Applications: Applications [addressed to Mr Geoff Marsh, Head of Frensham Schools] must include a cover letter, curriculum vitae, transcripts (if applicable) and the contact details of two referees.



Please email applications to: hr@frensham.nsw.edu.au

Closing date for applications: Thursday, 9 April 2026. *Please apply as soon as possible as we will be interviewing progressively.*

Further information: Call Victoria Hindmarch, +61 2 4860 2000.

All staff at Frensham Schools take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do. A Working with Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.