



LOOK FOR THE RAINBOW

Kenmore Park Preschool and
Kindergarten Association Incorporated
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BOOKKEEPER

Applications Due: Monday 28th July 2014

We are seeking an enthusiastic and extremely organised person to fill our casual Bookkeeper position.

This position works approximately 5hrs per week. The casual hourly rate is the range of \$27-\$32 per hour depending upon the level of experience and qualifications. Previous experience in the use of the Quickbooks accounting and payroll software is essential. Please obtain a position description from www.kenmorepark.com.au for further information about this role.

You need to be an energetic and positive person, professional in your manner and the type of person who gains satisfaction from working within a community based organisation. The ability to stay focussed and work independently with noisy children in the background is essential in this environment!

Working in a community kindergarten you have the benefits of working with a small team of teaching staff, families, committee and community members.

Please send your covering letter and resume, highlighting your interest in the position and why you believe you meet the selection criteria to info@kenmorepark.com.au by **Monday 28th July 2014**. This position is available for an immediate start.

A Selection Committee will review all applications and shortlist applicants. If an interview is required, the shortlisted applicants will be invited to attend an interview and the remaining unsuccessful applicants will be notified accordingly. The Selection Committee may seek referee reports, before making a decision to make an offer of appointment to the preferred candidate.

