



Catholic Diocese of Bathurst



Charles Sturt
University

Work Placement Position

Catholic Diocese of Bathurst Assistant Parish Accountant

The Diocese of Bathurst is located in rural New South Wales and covers an area of 103,680 sq km. It has 17 parishes with the northern most being Coonamble, the southern-most Cowra, the most easterly being Lithgow and the most western being Dubbo. There are thirty-three Catholic primary and secondary schools across the Diocese.

In addition to its Parishes and Schools, it operates the Catholic Development Fund, which offers investment account, transactions accounts and loans for School and Parish capital works, with funds under management of \$140 million.

To find out more, visit bathurst.catholic.org.au

Subject:	Session 1: ACC275 (105hrs) Session 2: ACC275
Specialisation:	Accounting
Location:	Bathurst
Availability:	1 position - to suit candidates' timetable
Further information:	<p>The role will be to assist with the accounting-related tasks for the financial management of the Parishes and Diocese.</p> <p>Key activities include:</p> <ul style="list-style-type: none">• Use of MYOB Essentials to generate and record accounting transactions.• Reconciliation of accounts.• Preparation of financial reports, budgets and forecasts using the Calxa tool.
How to apply:	Email cover letter, résumé, academic transcript and Authority to Disclose Information to Patrick Cooper, Diocesan Financial Administrator dfa@bathurst.catholic.org.au or call 02 6334 6402 for further information.
Closing date:	Closing Date
