



**SUNRISE**  
Christian School

Early Learning Centres

# Assistant Accountant

## Kings Park Head Office

Permanent Part-time Position (0.6 FTE)

### Accounting That Matters!

Are you looking for more than just another accounting role? Do you want your work to contribute to something meaningful each day?

We are seeking a dedicated and motivated **Assistant Accountant** to join our growing Early Learning Centre's! This is a unique opportunity to combine your financial expertise with a Christ-centred workplace that is passionate about supporting children, families, and communities through Christian education and care.

### The Opportunity

Permanent Part-Time | Commencing Immediately | Base Location Kings Park Just South Of The CBD

The Assistant Accountant is a Permanent Part-time position working at our Head Office in Kings Park. As part of our finance team, you won't simply be "working with numbers." You'll play an important role in helping our centres operate effectively so educators can focus on nurturing children in a safe, caring, and faith-filled environment.

For full details about the role and requirements, please visit the [Sunrise ELC Careers](#) to view the full Job and Person Specification.

### Why You'll Love Working With Us

Working within the early learning sector is incredibly rewarding — your work directly supports the development and wellbeing of young children during some of the most important years of their lives. If you're looking to build a fulfilling accounting career within a purpose-led organisation that makes a real difference in the lives of children and families, we would love to hear from you.

We also offer:

- Opportunities to contribute to Christian education and community impact.
- Competitive salary plus superannuation.
- Discount on school fees and ELC fees.
- Employee Assistance Program.
- Be part of a vibrant faith-based organisation with 5 ELC locations.
- Centrally located stunning workspace and ergonomic work environment.
- Free onsite parking & amenities (e.g., complimentary snacks, free machine coffee).

### About You

You're not only detail-oriented but also someone who wants your work to have purpose. You thrive in a supportive team environment, take pride in accuracy, and enjoy bringing order and clarity to financial processes.

We are looking for someone who:

- Is a committed Christian who is active in church fellowship to join our vibrant Christian community.
- Completed a Certificate IV or Diploma in Accounting (or similar qualification), or have equivalent hands-on experience in a finance role.
- Strong administrative skills with excellent attention to detail and the ability to produce accurate work to a high standard.
- Solid understanding of accounting principles, processes, and financial administration.
- Friendly and professional communication skills, with the ability to build positive working relationships.
- Well organised, proactive, and able to manage priorities while showing initiative and flexibility in a fast-paced environment.
- Enjoys working collaboratively within a team.
- Holds the required checks and training as outlined in the Job and Person Specification (or is willing to complete these prior to commencing).

Experience in education organisations is welcomed but not essential.

## About Sunrise Christian School

Sunrise Christian School provides Biblically based education that nurtures both the heart and mind, helping each student grow academically, spiritually, and socially. Founded in 1978, we create welcoming learning environments where passionate staff partner with families to inspire confident, faith-filled learners and future leaders. Located across South Australia, Sunrise is a proud member of Christian Schools Australia (CSA), with six schools and five Early Learning Centres (ELCs).

## Apply

If you're not sure that you meet 100% of the selection criteria, that's okay, we would still like to hear from you and potentially discuss how your skills could be utilised at Sunrise Christian School ELC.

Apply now with your resume and cover letter by **22 June 2026** via the [Sunrise ELC Careers](#) webpage. Applications will be assessed as they are received.

For further information please contact our HR Team at [careers@sunrise.sa.edu.au](mailto:careers@sunrise.sa.edu.au) or by phone on 8465 6042.