



WE ARE HIRING

Katikati College - Accounts Administrator

Our Support Staff Team is looking for an accounts administrator to provide financial administration support within the school. We have a permanent, part time position available commencing on Monday 20 July 2026.

The successful applicant will be able to operate both collaboratively and independently and enjoy being part of a supportive team. The position requires the paying of creditors and maintaining, reconciling and filing accounts.

The position is term time only, 20 hours per week. Remuneration to be discussed with the right candidate.

Applications Close Friday 19 June 2026 at 12 noon

Growing connected learners.

Please send CV, Cover Letter and completed Katikati College Employment Application Form to Angela Macdonald, Principal's PA at amacdonald@katikaticollege.school.nz



Applicants for this position should have NZ residency or a valid NZ work visa. The successful applicant will be required to be police vetted.

Louise Buckley, Tumuaki | Principal
www.katikaticollege.school.nz