



# Treetops Montessori School

A different approach for Primary and Secondary education from Pre-Kindergarten to Year 12

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## Advertisement – SCHOOL BURSAR

Looking for a tree-change? Join us in 2026 to experience the 'Treetops Difference'.

Treetops is a small, caring educational community, located in the Perth Hills. Due to continued growth in student numbers throughout the school, we are seeking an enthusiastic Bursar to work in the Administration team. This a part-time position, with the role to commence from Term 2, 2026.

Treetops staff enjoy a supportive and approachable administrative and leadership team, pro-social student behaviours and a proactive behaviour management process, as well as a beautiful working environment. We are dedicated to fostering children's independence, curiosity, and a love of learning.

This is a unique opportunity to be a part of one of Perth's well-established and innovative learning communities.

Our ideal candidate will have:

- Prior Accounts experience (Payables, Receivables, School fees) is essential, and experience within a school setting preferred.
- Working knowledge and experience or willingness to train in MYOB.
- Demonstrated effectiveness in both oral and written communication.
- Able to work proficiently and meet tight deadlines in a timely and efficient manner.
- A friendly manner, approachable and engaging both in person and over the phone.
- Diplomacy skills with demonstrated ability to maintain confidentiality and integrity across all areas of work.
- Demonstrated problem-solving skills, with the ability to use discretion, initiative and knowledge to determine appropriate actions.
- A proven ability to coordinate and manage multiple commitments, maximising time management to achieve optimal output.
- A high level of computer literacy using a range of programmes.
- Demonstrated ability to work both independently and effectively as part of a team.
- Proven experience in a similar role in the Education sector is ideal.

### To apply:

Your application should consist of a SHORT covering letter addressing your skills and experience and explain why you believe you are suited to work at Treetops (max. 2 pages) and a current resume, including at least 2 referees (preferably one being a work line manager).

Please email your application to: Helen Underwood (Chief of Operations) at [jobs@treetops.wa.edu.au](mailto:jobs@treetops.wa.edu.au)

**Applications close:** The closing date for all applications is **27<sup>th</sup> March 2026**

## **Job Description**

### **Key Objectives**

The School Bursar provides financial support to the School. They work as part of the Administration team to ensure delivery of high-quality customer service to staff, parents, students and the external community.

### **Specific Duties of this Role**

- Prepare/ processing of accounts payable - Process all bills.
- Prepare bank reconciliations.
- Responsible for managing school fees – including generation / distribution of school fees, fee enquiries, payment plans set up, manage debts and liaison with Debt collection agencies.
- Provide general administrative support as necessary for the effective functioning of the School.
- Establish and maintain efficient financial- business practices within Admin, including records management and handling of correspondence.
- Carry out minor cash transactions including receipting, record monies received, use EFTPOS machine and bank of monies received..

### **You can expect**

- The successful candidate should be available to attend daily in both term-time and school holidays periods.
- Supportive and approachable management team, and enthusiastic team of teachers and support staff.
- Successful and well-resourced school.
- Students who manage pro-social behaviour and a proactive behaviour management process.
- Comprehensive remuneration package including extended school holiday periods and staff wellness days.
- A beautiful, peaceful, working environment.

### **Essential Criteria for Candidate**

- Prior Accounts experience (Payables, Receivables, School fees) is essential , and experience within a school setting preferred.
- Experience and/or qualifications in professional administration.
- A working knowledge and experience or willingness to train in MYOB.
- Able to work proficiently and meet tight deadlines in a timely and efficient manner.
- High standard of organisational skills.
- Be able to work both independently and as part of a team.
- Be positive, hard-working, flexible, and collaborative professional.
- Have excellent communication and interpersonal skills.
- Willingness to embrace the ethos of Treetops School, especially respect for the individual.
- Open to learning new skills and techniques.
- Current Working with Children Check (WWCC).
- Australian citizen or permanent resident, with rights to work in Australia.

### **Skills and Attributes**

- Experience using MYOB or similar.
- Experience using Microsoft Office Suite, School database software.
- Experience of managing accounts within the education sector is desirable.

### **The Treetops Approach**

We believe that:

- Students should be presented with a challenging and broad academic environment that encourages intellectual inquiry and critical thinking.
- Education is the shared responsibility of students, family, and school.
- Nurturing curiosity and creativity is the key to stimulating exploration and discovery throughout life.
- Students learn best when they are actively engaged in authentic learning experiences.

**The Treetops Culture**

We treat everyone at Treetops as unique individuals and foster their talents and gifts through careful mentorship and guidance, based on mutual respect. At Treetops, we provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

**Key Relationships**

Reports to the Chief of Operations.

In addition, maintain and develop effective working relationships with other Administration staff, students, parents and guardians, school leadership team and all teachers.

**Child-Safe School**

Treetops adheres to the highest standards of contemporary child safe practices. We adhere to, and fully support, the objectives of the WA Commissioner for Children and Young People.