Specific Employment Contract Terms: Company Accountant

1. 6 months interim period and at successful completion of interim period, three year fixed term contract
2. Applicant to submit a statutory declaration- that there is no past or pending bankruptcy charges against the applicant and that the applicant has a clear credit history
3. Applicant to submit a conflict of Interest declaration - that the applicant does not hold any personal interests in another company as a director, as an employee or as a consultant
4. Applicant to submit a police clearance
5. On job offer, applicant to submit all relevant qualifications as sighted by a JP
6. Ongoing participation in College performance review
7. Commitment to WHS
8. Commitment to College Human Resources policies, including anti-bullying and harassment, Staff Code of Conduct.
9. Commitment to confidentiality and protection of College sensitive financial and other information

Employment Classification

Full Time – 37.5 hours per week

Remuneration Details

Base Salary: Interim Salary $87,000 and permanent salary $90,000

+ Superannuation: Applicable superannuation Laws

+ Professional Development: $1500 p.a. allocation

Annual Leave: Four weeks per annum (pro rata)

Personal Leave: Two weeks per annum (pro rata)

Carers Leave: Up to 2 days (15 Hours) per annum

Christmas Break – Office Shut Down: As per College Christmas Break Policy all staff may receive up to 2.5 Days of paid leave during the office shut down period.

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<tr>
<th>Details Authorised by</th>
<th>CEO</th>
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<td>Authorised on</td>
<td>02 September 2015</td>
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