



metro assist

FINANCE OFFICER

- **Part time role 3 days (21 hours) per week**
- **Attractive above award leave entitlements**
- **Attractive not-for-profit salary packaging options**
- **Convenient location based at Campsie Office**

Metro Assist, a not for profit organisation, is seeking an experienced and proactive Finance Officer to join our team. The ideal candidate will be self-motivated, possess a strong social conscious and a demonstrated ability to work autonomously to complete all accounting and financial requirements in a high volume environment.

The position is part time, 3 days (21 hours) per week and is remunerated at **SCHCADS Awards Level 5 plus super**, with generous above award entitlements, and not-for-profit salary packaging options.

Essential Selection Criteria

- Tertiary qualifications (minimum Degree) in Accounting
- Minimum 5 years relevant work experience in a high volume environment
- Proven ability in general ledger reconciliations, including wages and PAYG, and in budgeting and forecasting
- Proven experience in the preparation and lodgement of BAS and GST statements
- Demonstrated ability in MYOB and payroll processing
- Demonstrated experience in online business banking systems
- Strong numeracy, computer and Microsoft Excel skills
- Excellent organizational, administrative, time management skills and attention to detail
- Ability to work independently and effectively within a small team, contributing positively to team operations and working relationships

Desirable Selection Criteria

- Prior work experience in the not-for-profit community service sector
- Understanding of the SCHCADS Award
- Experience working on transitions from MYOB to new accounting software
- High level written and verbal communication skills including engaging with people from culturally diverse backgrounds

HOW TO APPLY

Applications close 15 September 2017 and must be submitted to: recruitment@metroassist.org.au

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact Michelle Aldred on (02) 9789 3744 or email: recruitment@metroassist.org.au