



Metro Assist (formerly Metro Migrant Resource Centre) is seeking a qualified and experienced **Accountant** to join our dynamic organisation committed to making positive impact in people's life.

About us

Metro Assist's vision is to achieve a socially just society that respects individuality, dignity and diversity and provides avenues for all people to fulfil their potential. We work with individuals, families and communities of diverse backgrounds including migrants and refugees, and support in their efforts to become resilient and empowered through our range of services.

We provide refugee settlement support, employment services, family services, emergency relief, tenancy advice, financial counselling and undertake community development projects and initiatives. More information about Metro Assist is available on our website www.metroassist.org.au

About the role

The Accountant is responsible for ensuring the accurate and efficient completion of all the financial processes required to meet Metro Assist's financial and statutory obligations. The Accountant is charged with preparation of monthly financial reports and completion of the monthly reconciliations of all bank and general ledger accounts. The Accountant performs an essential role within Metro Assist's small Finance Team by overseeing the accounts and payroll functions performed by the Accounts Administrator, while assisting the Finance Manager to manage all aspects of Metro Assist's current and future financial position.

A full position description is available on our website <http://www.metroassist.org.au/get-involved/work-with-us.htm>

The salary is based on the SCHCADS Award. In addition, a generous tax free salary package is available. The successful applicant will also benefit from ongoing support, training and flexible working conditions.

Essential Selection Criteria

- Tertiary qualifications (minimum Degree) in Accounting.
- Minimum 5 years relevant work experience, ideally in a medium-sized organisation.
- Proven ability in management of the general ledger and preparation of all reconciliation and financial reports, including cash flow statements.
- Proven experience in the preparation and lodgement of BAS and IAS statements.
- Demonstrated ability in XERO and payroll processing.
- Demonstrated experience in online business banking systems.
- Strong numeracy, computer and Microsoft Excel skills.
- Excellent organisation and time management skills, with great 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

HOW TO APPLY

Applications close 8 August 2021 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.

Metro Assist is an Equal Opportunity Employer and is committed to achieving diversity within the workplace. Applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and people with disabilities are encouraged.

All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check.

The successful applicant will be required to provide evidence of appropriate legal rights to work in Australia.