



metro assist

FINANCE OFFICER

- ✓ **Part time role 3 days (21 hours) per week**
- ✓ **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 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 XERO and payroll processing
- Demonstrated experience in online business banking systems
- Strong numeracy, computer and Microsoft Excel skills
- Excellent organisational, 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 to fully automated payroll software

HOW TO APPLY

Applications close **18 November 2019** 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.