

Position Vacant 2019

Department: FINANCE
Job title: ACCOUNTS SUPPORT – FULL TIME ROLE - 1 year contract.
Applications open: WEDNESDAY 9 JANUARY 2019

We are seeking an experienced and energetic Accounts and Admin support person to join our Finance department which manages accounting processes for both Currumbin Wildlife Sanctuary (CWS) and the 11 National Trust Australia Queensland (NTAQ) properties located throughout Queensland. You will work within a fast paced department and be part of a close knit team, supporting the team members with financial data entry, scanning, emailing and answering telephones.

This one year contract role has been designed to provide a comprehensive training opportunity for a person that is seeking to increase or refresh their experience in current office processes and seeking to gain valuable future career skills. We value your career development and are willing to provide training in Certificate 3 in Business Administration if the successful candidate meets eligibility criteria. Applicants that are on a wage assistance program are encouraged to apply.

Position details & duties

- You will work as part of the small and friendly Accounts team based at Currumbin Wildlife Sanctuary.
- This is a hands-on role involving processing invoices, basic record keeping, data entry, assisting with month end duties, general office admin, answering telephones & emails, providing support for the Accountants and Accounts Payable and Receivable Officers i.e. reconciling AP statements.
- You will take ownership of scanning invoices and performing financial data entry of daily invoices.
- You will use the *RedMap* online scanning system for financial document management.
- This is a full time position; Monday to Friday 8:30am – 5:00pm or 9.00am – 5.30 pm.
- This role will be paid at Grade 2 level under the Amusement, Events and Recreation Award, at \$20.21 per hour for a 38 hour week.
- This role will be on a one year fixed contract, with a possibility of permanent employment at the end of the contract.
- Candidates must be comfortable working in an environment that includes mammals, birds and reptiles.
- Non-smokers are preferred.
- The successful applicant will be required to undergo a police check.

Selection Criteria:

1. At least 1 years' experience of working in an office environment, preferably in a fast paced, medium to large business.
2. Has confidence to perform all the financial duties as listed above.
3. Basic to intermediate level Microsoft Excel and Outlook skills are required.
4. Must have an efficient and friendly telephone manner.
5. Required to have a productive and energetic work ethic and possess a strong sense of initiative.
6. Cooperative team player and willing to jump in and assist the team when required.
7. Flexible, positive attitude and eager to learn new skills and work across different roles.
8. Strong sense of responsibility and ownership with duties performed.
9. Be willing to meet all the requirements to successfully complete all training requirements, which will involve some home study required.
10. Experience working with financial software systems would be desirable but not essential. (We use Sybiz Vision, Centaman, RedMap and Worldsmart Future).

How to Apply

Your application should include your resume plus a brief cover letter stating how you meet the Selection Criteria. Applications will only be accepted via the online application form on our website: <http://www.cws.org.au/employment>. Thank you.