



Position Description

Finance Office Assistant

Reports to:	Business Manager
Hours:	Monday to Friday 9.30am – 3.00pm (25 hrs per week)
Leave category:	7 weeks per year

Overview

To provide support to the Finance Department, primarily in the area of accounts payable (creditors) and general accounts functions.

Specific duties

- Creditor invoice processing
- Purchase orders
- Petty Cash
- Credit card reconciliation
- General administration tasks (phone, filing, postage)
- Relief reception duties
- Other duties as requested by Business Manager

Selection criteria

Experience/skills/qualifications:

- Accounts payable experience
- General office experience (minimum 3-5 years)
- Microsoft Office proficiency (Word, Excel)
- Database experience (Synergetic would be an advantage)
- Reception experience preferred

Personal qualities:

- Professional presentation
- Exceptional communication skills
- Team player
- Attention to detail
- Excellent time management and organisational skills
- Ability to respond to enquiries or concerns promptly and professionally