



FINANCE & ADMINISTRATION ASSISTANT

Permanent Part Time

LEVEL 4

Approximately 15 – 20 hours per week

The KBSC Finance & Administration Team currently seeks a suitable applicant to fill the above position.

The Position:

Perform clerical and administrative duties associated with the finance and administration function of Keppel Bay Sailing Club in accordance with Club procedures. Process all supplier invoices, complete bank account reconciliations and filing. Assist the Payroll Officer with the processing of the Club's payroll. All duties to be completed in an efficient and effective manner.

The successful applicant will have:

1. Demonstrated experience in creditors or accounting related role.
2. Proven experience and accuracy with data entry.
3. Proven ability and experience to reconcile outstanding accounts.
4. Proficient in the use of Windows based software including spreadsheets and word processing and Electronic Mail.
5. An understanding of relevant awards/agreements and taxation requirements.
6. A high level of clerical and numerical accuracy.
7. Sound oral and written communication skills.
8. Experience in working effectively in a team environment.
9. Experience in providing quality customer service for both internal and external customers.
10. Proven ability to work within defined time limits and produce results.
11. Ability to liaise with people from a variety of backgrounds.
12. Ability to affectively function with a diverse workforce.
13. Must be physically capable of undertaking the duties of this position.

DESIRABLE

- Previous experience in Attaché accounting and payroll modules.

How to Apply

Please complete an application form (along with a résumé if possible) and deliver to Rob Wallace or Leanne Browne or email to accounts@kbsc.com.au. For further assistance please call 07 4939 9543. Applications close Wednesday 28th December 2011.

The Keppel Bay Sailing Club Inc. is an equal opportunity employer.

Selection will be on the basis of merit."