

POSITION DESCRIPTION

Position Title:	Finance Officer - Casual		
Employment Status:	Full-time	Location:	Fyshwick, ACT
Accountable To:	Finance Director		
Direct Reports:	Nil		
Relationships:	Internal	Finance Manager, Assistant Accountant, Senior Finance Officer, HR Manager, Short Course Training Manager, Short Course Supervisor, Qualifications Supervisor, Short Course Coordinators, Events Manager, Events Coordinator, Sales and Membership Representative, GT Manager	
	External	Members, Customers, Suppliers	
Qualifications and Licences	Nil		

POSITION SUMMARY

We are seeking a motivated and detail-oriented Casual Finance Officer to support our Finance Team in managing day-to-day financial and administrative tasks. This is a junior-level position ideal for someone currently studying or recently graduated in accounting or bookkeeping, looking to gain hands-on experience in a dynamic and supportive environment. The role provides essential support in processing transactions, maintaining financial records, and contributing to the efficient running of finance operations.

KEY DUTIES AND RESPONSIBILITIES

Finance

- Process accounts receivable invoicing and credit notes in a timely manner.
- Process accounts payable supplier invoices using Dext and other relevant systems.
- Enter and reconcile credit card transactions and assist with daily credit card reconciliations.
- Perform daily bank reconciliations to ensure financial accuracy.
- Assist in debtor management, including following up outstanding payments.
- Monitor and manage the accounts shared mailbox, ensuring queries and requests are actioned within 24 hours.
- Ensure accurate and timely data entry into Xero and other internal financial systems.
- Assist with finance-related administrative tasks such as filing, document preparation, and reporting.
- Provide internal finance support to other departments and staff across the organisation.

Skills and Experience

- Currently studying or recently completed Certificate IV in Accounting and Bookkeeping (minimum requirement).
- Basic understanding of accounting principles and financial processes.
- Experience with Xero, Dext, or similar accounting software (preferred but not essential).

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- High level of attention to detail and accuracy in data entry and financial processing.
- Strong verbal and written communication skills.
- Demonstrated ability to work effectively within a team and independently when required.
- Strong organisational and time management skills with the ability to prioritise tasks in a fast-paced environment.