

ACCOUNTS ROLE

Are you feeling stale in your current Accounting role? Yearning for more? Do you feel invigorated by the prospect of working in a diverse business and broadening your accounting skills?

Our Accounts role offers a broad range of tasks, from advanced reporting and budgeting to bookkeeping and data entry.

You do not necessarily have to have the skills and experience to perform the entire role: we are open to splitting the role according to skillset and adopting a job-share arrangement for suitable applicants.

Hours of work

This is a part time role, 0.8 EFT. Flexible (school) hours available

The role is primarily office based, with some work from home potential.

About the role

This role encompasses a broad range of financial functions including:

- Preparation of budgets
- Financial reporting, cash flow forecasts
- Preparation of BAS and IAS
- Payroll
- Accounts payable/receivable.

Skills and experience

The successful applicant/s must be honest, hardworking, mature minded and enthusiastic. Other essential qualities include:

- Previous Accounts and/or Bookkeeping experience
- Excellent numeracy skills
- Advanced Excel & MYOB skills
- Excellent attention to detail and accuracy
- Ability to communicate effectively
- A satisfactory Police Check upon appointment.

Remuneration

This position falls under the *Clerks Private Sector Award 2020* Level 4 or 5 classification (depending on level of experience). Above award wages apply.

Position Description

For a full explanation of the role, please click on: <https://tinyurl.com/yhynjz9>

Please forward your application and cover letter to:

Attention: Sarah Noble
Garry Nash & Co. Real Estate
23 Baker Street Wangaratta 3677
Or: email – careers@garrynash.com.au

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