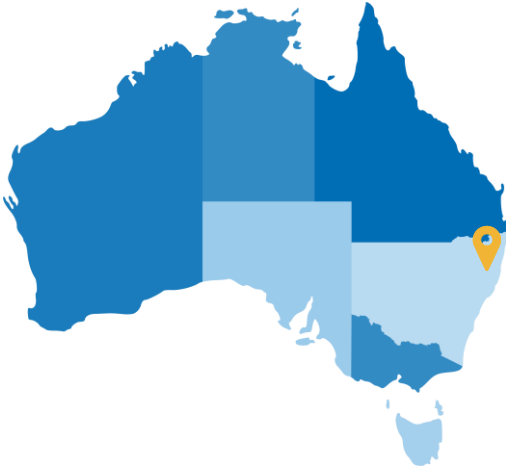


# Finance and Operations Support



**Position Title:** Finance and Operations Support

**Reporting to:** Head of Finance

**Special work requirements:**

- Occasional interstate travel required
- Full-time position
- Successful candidate required to complete pre-employment checks
- Based in Grafton, NSW

## About Many Rivers

Inspired by Christian values, Many Rivers exists to help Indigenous and other Australians in disadvantaged circumstances to improve their situations through the provision of microenterprise and community economic development support and access to core business products and services, including microfinance.

Many Rivers' clients are seeking to move from welfare dependency to self-reliance and to making a valuable contribution to their communities and to the broader economy. When people impacted by disadvantage are not able to participate in the real economy, they remain disadvantaged.

In many of the regional and remote communities where we work there are limited job opportunities. Therefore, to create real economic growth and increase the opportunities for those in disadvantaged situations to overcome multiple economic and social challenges, Many Rivers enables enterprise creation and connection to mainstream economies. This in turn creates sustainable employment where often there are limited opportunities. Benefits accrue to the individual and their family, the community and the nation:

- Empowering individuals through business coaching to create new and diverse businesses, thereby increasing household income and assets and providing greater certainty and stability for families;
- Enabling increased availability of locally provided goods and services in remote, regional and urban locations, helping to build sustainable local economies; and
- Contributing to Australia's economic growth through supporting a reduced reliance on welfare and improvement in economic and social outcomes.

Many Rivers supports people to start in business, stay in business and thrive in business. We support clients to start enterprise and then journey with them as they develop their businesses, their business skills and coach towards a sustainable/thriving business.

# Microenterprise Development Manager

## Finance and Operations Support Role

Working within our regional Grafton office, you will be part of a small, high performing, energetic and fun Finance team, collectively focused on providing high-quality support to the organisation.

This diverse role will enable you to immerse yourself in finance and accounting activities undertaken by the team. We are seeking someone who is interested in the bigger picture, enjoys problem solving, is creative, flexible and has excellent stakeholder engagement skills.

This role is an excellent opportunity for someone seeking to progress their financial accounting career, with the ability to learn and be mentored from senior, experienced CA and CPA finance professionals.

### Primary Role Responsibilities

- Financial Accounting and Reporting support, including assisting with month and year end close activities, such as GL reconciliations, subledger maintenance, preparation of workpapers, preparation of management reporting and analysis.
- Support activities including procurement, motor vehicle fleet monitoring and maintenance, staff travel and monitoring of funding agreements.
- Accounts payable and receivable support.
- Payroll administration and reporting support.

### Who We Are Looking For?

Our new team member will have completed their University studies and have between 1-2 years' work experience in an Accounting Practice. We are looking for a team member with exceptional organisational skills, attention to detail, and a drive to deliver fast-paced, reliable, quality support, under high-level guidance. The successful candidate will have the unique opportunity to be mentored by qualified CA and CPA Professionals and work towards obtaining a CA or CPA qualification. Study assistance will be offered for the right candidate!

- Completed a Bachelor's degree in Accounting, Commerce or a related discipline.
- Demonstrated capacity to utilise ERP financial systems (such as Xero / MYOB / Microsoft Dynamics FinOps).
- Intermediate MS Office Skills.
- Experience in organisational/administration support and accounts payable/receivable would be an advantage

### Does this sound like you?

We are commencing interviews as and when we receive suitable interest. Please submit a cover letter outlining your experience and how this will add value to this role along with your updated resume. Suitable applicants who identify as Aboriginal and/or Torres Strait Islander are encouraged to apply.

Successful candidates will be required to complete pre-employment checks including reference checks, Criminal History check, Equifax Check and Working with Children/ Vulnerable People check, where applicable.

For further information or for a full position description, please email [careers@manyivers.org.au](mailto:careers@manyivers.org.au) or visit [www.manyivers.org.au](http://www.manyivers.org.au)