

POSITION VACANT:

ACCOUNTS & ADMINISTRATION COORDINATOR



Burnie Brae is a well-established and respected provider of services to the community on the northside of Brisbane. We are passionate about delivering excellent customer care and support services, and this could be your opportunity to join us in achieving our Vision for the future.

We are seeking an experienced Accounts and Administration Coordinator with a collaborative and innovative approach to lead our Accounts and Administration team.

Reporting directly to the Chief Operating Officer, this position requires someone who has a high level of computer literacy and an understanding of accounting legislation, regulation, and compliance requirements.

THIS IS A VARIED ROLE THAT WILL INCLUDE:

- Leading a small accounts and administration team
- Performing end of month and end of financial year procedures
- Preparation of financial reports
- Oversee the accounts receivable and payable functions
- Supporting the COO in payroll and manage superannuation processing
- Conducting regular quality checks on finance data and resolve identified discrepancies
- Providing finance and accounting support with Point of Sale Systems

TO BE CONSIDERED FOR THIS ROLE YOU WILL NEED:

- Minimum of five years experience in an accounts role
- Previous experience leading a team

See over..



- Excellent organisation and time management
- The ability to work across a number of software packages
- High attention to detail and accuracy
- Ability to be flexible to changing priorities across the organisation

You will be required to hold a current Working with Children Blue Card, Disability Services Yellow Card and National Police Check, or the ability to obtain these.

Don't miss this fantastic opportunity to be apart of a leading provider of innovative and client centred support services in the Brisbane North region.

Benefits

Staff discount at our onsite Cafe

Free membership to our onsite gym

Salary Packaging options

Staff discount to onsite massage services

Vision

A socially connected and healthy community

Mission

To build strong community connections by providing quality health, lifestyle, and wellness services

Values

Respect – Integrity – Trust – Customer Focus

Accountability – Professionalism – Quality

To Apply:

Please send your application, including a Resume and a Cover Letter detailing why you are the best person for this role, to recruitment@burniebrae.org.au by close of business 30 January 2020.