



## **FINANCE/ACCOUNTS ASSISTANT REQUIRED**

The Milton Ulladulla ExServos is offering the right candidate a position in our Finance Department. This is a great opportunity for someone to join the team to assist us in achieving our strategic goals.

The successful applicant will have very strong book keeping skills and experience.

Reporting to the Operations/Finance manager, you will see yourself working in a diverse and varied role that will keep you engaged and learning. To take on this responsibility and challenging role you will:

- Be familiar with the attached accounting system. Ideal POS is preferable
- Have strong accounts / finance experience
- Accounts receivable and payable
- Payroll processing
- An understanding of general ledgers and bank reconciliations
- Have a solid understanding of IT
- Excellent communication skills
- Be able to work collaboratively with the team, providing support, innovation and accurate data and reporting in a timely manner

Wage will be negotiated with the successful candidate based on skills and experience. This role may suit those looking for full-time or part-time hours. Hours will be determined with the successful candidate.

Please email your resume with a cover letter directly to the HR Manager Belinda Denyer at: [belinda@ulladullaexservos.com.au](mailto:belinda@ulladullaexservos.com.au)

**Applications close strictly at COB Friday 25<sup>th</sup> January 2019.**

Please note that only short-listed candidates will be contacted. We thank you for your understanding and your application.