



Finance Assistant – Permanent Part Time

- **West Melbourne**
- **Permanent Part Time Position – 3 days per week**
- **Newly Created Position**

Greyhound Racing Victoria (GRV) is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagerers and on-course racegoers. GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position and are seeking a passionate and professional person to fill the role of Finance Assistant

The Finance Assistant's role is to provide support to the finance department across a range of duties, to increase the effectiveness of the service level provided by the finance department to the wider organisation. The majority of support will be to the payable and receivable functions. The Finance Assistant will also be required to provide coverage for the Payables Officer when on leave.

To be considered for this position you have experience in:

- Processing and pay invoices via EFT and cheque
- Monitor Great Plains for unapplied payments, including following up on tax invoices and payments
- Enter bank transactions into Great Plains, including debtor receipts
- Prepare and distribute debtor invoices and be responsible for all debtor collections
- Foster strong relationships with the procurement team

Your Strengths will be:

- The ability to multi -task
- Self motivated
- Lateral thinker
- Attention to detail
- Ability to meet deadlines

Experience in Great Plains accounting package would be highly desirable, proficient in Microsoft Office and a Tertiary qualification in a related field.

To apply for this position please send your cover letter addressing the above selection criteria together with a copy of your resume to careers@grv.org.au by Close of Business on Friday 29th July 2016.

For further information please contact Joe Ruggiero on telephone number (03) 8329 1132 or for a copy of the position description, please visit our web site – www.grv.or.au

GRV is an EEO employer

All offers of Employment will be subject to a satisfactory police check

All employees must have the right to work in Australia