

Accounts Clerk, Fixed Term (11 months) full-time role in North Sydney

- Fixed Term full-time appointment 11 Months.
- Based in the National Office at North Sydney.
- Accounts administration.

This is an exceptional opportunity to join the international mission agency of the Catholic Church in Australia, which supports children, communities and church leaders both in Australia and overseas.

Reporting to the Accountant, your primary responsibility will be in Accounts and Accounts Administration.

- Providing general accounting and clerical assistance contributing to the effective financial management of CM:
 - Accounts Payable (AP) processing;
 - Accounts Receivable (AR) processing;
 - Expenses administration, coding, monitoring;
 - Masterfile maintenance of suppliers and customers
- Maintaining financial records in accordance with legislation, Australian accounting standards, relevant policies, procedures and guidelines.

To be considered for this role you must: Be eligible to work in Australia (permanent residency status or citizenship); have an aptitude for Microsoft Office applications, particularly Excel; have high attention to detail; accurate numerical and data entry skills; good time management and organisational skills; ability to maintain confidentiality; and be able to manage multiple tasks amidst competing deadlines and the pressure of a resource-limited work environment. You are professional, a team player, and an excellent communicator, and have a strong customer service orientation.

Catholic Mission supports their employees with a number of benefits such as time-in-lieu and flexible working arrangements, a salary package commensurate with your experience which includes the ability to arrange salary sacrifice depending on your circumstances. There is an Employee Assistance Program and above-award holiday. You can look forward to becoming part of a growing and dynamic team.

Please send your application to employment@catholicmission.org.au today, including a cover letter of no more than 2 pages, along with your resume of no more than 3 pages, demonstrating how you meet the requirements of the role.

For a short video on what it is like to work at Catholic Mission, please refer to:

<https://www.catholicmission.org.au/about-catholic-mission/about-us#our-people>

Please note:

- *The successful applicant is subject to a National Criminal History Check.*
- *Only those selected for an interview will be contacted, usually within two weeks of the closing date.*

Catholic Mission comprises the four Pontifical Mission Societies, which locally and globally answer the call to love God and to love our neighbour, works to establish the Reign of God through building communities of missionary disciples who share their faith by proclaiming the Word, supports Church communities and people in need, acts for justice and creation, and through the Society of the Holy Childhood, adopts child-focused, community-based development programs.

Applications close on Wednesday, 20 Mar 2019