

Circular

Surf Life Saving Queensland
ABN 27 360 485 381

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South Brisbane Q 4101

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NO: 15.02.13

TO: All Clubs
All Branches

FROM: Finance Manager

DATE: 4 February 2013

SUBJECT: **POSITION VACANT – FINANCE ASSISTANT**

www.lifesaving.com.au

Surf Life Saving Queensland is currently seeking to appoint a Finance Assistant on a permanent full time basis within the Administration and Compliance Division. The position is based at head office in South Brisbane.

The Finance Assistant is responsible for managing payroll for over 400 employees and providing direct support to the Finance Manager with the coordination of various finance tasks, such as:

- Process and transmit weekly and fortnightly payrolls;
- Reconcile payroll ledger, bank, superannuation, entitlements and other ledgers
- Comply with ATO requirements (including FBT)
- To develop and maintain procedure documentation in payroll, creditors and debtors
- Complete adhoc projects as requested by the Finance Manager
- Sharing ideas and innovative concepts to add value to the business

To be successful in this role, ideally you will have:

- The ability to work autonomously
- A positive approach to sharing information and supporting others
- Understanding of lifesaving or a similar community based activity
- Exceptional presentation and interpersonal skills

It is essential that you have:

- Demonstrated knowledge in payroll systems (Micropay) for over 150 employees
- Experience in book keeping and accounts
- The ability to provide exceptional service
- High level computer skills (Excel)
- Accurate data entry skills
- The ability to prioritise and meet competing deadlines
- Excellent verbal and written communication skills
- High level organisation and problem solving skills

This is a demanding role that requires a highly motivated and enthusiastic individual who is able to work well under pressure and with absolute autonomy while upholding SLSQ values.

To apply, please go directly to the job on SEEK listed as 'Finance Assistant' with Surf Life Saving Queensland. Please ensure that you submit your CV and cover letter showing how you meet the above selection criteria. Applications close at 5:00pm on Sunday 9 February 2013. For further information, please contact the Finance Manager, Richard Murphy by email at rmurphy@lifesaving.com.au