



VACANCY

Position: Senior Finance Officer (SFO)
Job type: Permanent full-time (38hrs/week - 6 month's probationary period)
Start date: Wednesday 1st May 2017
Office Location: IWAQ Office, Springwood
Applications close: 5pm, Monday 27th March 2017

Position Objectives

To perform and manage a range of accounting functions to ensure the financial accountability of the organisation is according to Australian Taxation Office (ATO) and the all of the various funding body guidelines

Essential Selection Criteria:

1. Bachelor Degree in Accounting, Commerce, or Business Management/Administration
2. Demonstrated knowledge and experience in accounting including budgeting and maintenance of financial records and payroll
3. Demonstrated experience in the development, implementation and maintenance of office policies and procedures.
4. Demonstrated Understanding of ethical behaviour and business practices
5. High level decision making skills including the ability to assess risks and make well informed decisions
6. Good time management skills including the ability to prioritise urgent tasks
7. High level of written and oral communication skills and ability to interact with people from diverse backgrounds.

Other:

1. As an absolute condition of employment, employees are required upon hiring to produce a valid Police Clearance Certificate and signed Statutory Declaration (overseas criminal history clearance).
2. Comply with the provisions of IWAQ's Workplace Health and Safety framework including policies, procedures and safe work systems.

Submitting your application:

Send your application to the HR Manager including:

- cover letter addressing the essential selection criteria
- resume (or CV) including contact details of two referees

By email: hr@iwaq.org.au

By Post: P. O. Box 412, Underwood, QLD, 4119