

POSITION TITLE	Accounts Trainee
CLOSING DATE	Friday, 1 <sup>st</sup> June 2018
AGENT	Kylie Drum
STATE	Queensland
AREA	Carrara
INDUSTRY	Business or Accounts Administration
JOB TYPE	Full time
QUALIFICATION	Certificate III
SHORT INTRO	Are you ready to kick-start your career with the Gold Coast SUNS? We are seeking an enthusiastic, dependable & process driven Accounts Trainee to join our team.
ABOUT THE ROLES	<p><b>ABOUT THE ROLE</b></p> <p>AFL SportsReady in conjunction with the Gold Coast SUNS has an exciting entry level full time traineeship position available for an accounts trainee, commencing in June 2018.</p> <p>The successful applicant will be legally employed by AFL SportsReady in a traineeship, but will work on-site with the Gold Coast SUNS and receive an accredited Certificate III Business or Accounts Administration qualification (on successful completion).</p> <p>The Accounts Trainee will report to the Finance Manager and will work closely with the Assistant Accountant.</p> <p>This position will suit someone with a real interest in working in accounts as part of the finance team or has some experience in the field and would like to learn more.</p> <p>For more information about the Host Employer please visit: <a href="http://www.goldcoastfc.com.au/club">http://www.goldcoastfc.com.au/club</a></p> <p><b>DUTIES &amp; RESPONSIBILITIES</b></p> <p>In this varied role the Accounts Trainee responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Processing and collection of debtor invoicing for the Club;</li> <li>• Processing of all creditor invoicing for the Club;</li> <li>• Managing the administration and reconciliation of player medical costs;</li> </ul>

## **SELECTION CRITERIA**

- A strong personal brand which personifies the GC SUNS values;
- A desire to work in the accounts in the AFL/sporting environment;
- High level of attention to detail and accuracy;
- Ability to process high volumes of transactions;
- Strong interpersonal skills and the ability to deal with internal and external stakeholders in a direct and respectful manner and at times assist to collect debts;
- The ability to multi-task and meet deadlines;
- The ability to work in and demonstrate initiative in a supportive team environment;
- The ability to be flexible and adaptable in a growing and changing work environment;

## **ABOUT AFL SPORTSREADY**

AFL SportsReady is driven by our goal to support Australians to establish a rewarding career.

We work in partnership with employers across a range of industries to provide people an opportunity to enter the workforce through meaningful on-the-job traineeships, backed by strong education qualifications.

## **SALARY**

The successful candidate will receive:

- National Training Wage Award + 9.5% Superannuation
- Fully funded qualification

## **TRAINEE BENEFITS**

As a member of the AFL SportsReady team, you can:

- Earn the national training wage while you learn
- Take the first steps of your career in an industry of your choice
- Obtain on-the-job training and essential work experience
- Complete a nationally recognised qualification (Certificate II, III, & IV)
- Entry to our University partners + course credit (Diploma – conditions apply)
- Be supported every step of the way

Aboriginal and Torres Strait Islander trainees will benefit from the following additional support services:

- One-to-one Indigenous mentoring
- Gatherings and Indigenous networks
- Leadership and cultural awareness workshops
- Motivational speakers
- Participation in host company's Indigenous staff network and access to skills development opportunities

## **MORE INFORMATION**

People with tertiary qualifications need not apply. Position is best suited to a recent secondary school leaver.

For more information on this position or any other opportunities at AFL SportsReady and ArtsReady, please contact:

**Larissa Slater, Administration Officer**

T: (07) 3217 3500

E: [larissa.slater@aflsportsready.com.au](mailto:larissa.slater@aflsportsready.com.au)

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**APPLY NOW**

If numbers and sport are your passion, and you have the skills to fit the bill, your application will need to include:

- Current resume
- Detailed cover letter addressing the above selection criteria

Applications that do not address the selection criteria will not be considered.

**Closing Date: Friday 1<sup>st</sup> June 2018, 5.00pm**

Please send applications onto:

Larissa Slater

T: (07) 3217 3500

E: [larissa.slater@aflsportsready.com.au](mailto:larissa.slater@aflsportsready.com.au)