



Collingwood Football Club is one of the oldest sporting clubs in Australia. It is also one of the most contemporary, diverse and innovative, with seven elite sporting teams under the one roof at the superbly equipped Holden Centre.

We are constantly looking for the right professionals to enable Collingwood to honour its past, succeed in the present, shape a prosperous future and proudly meet its responsibilities as a community leader.

This is your opportunity to be part of a high performance sports landscape in the heart of Melbourne's Olympic Park.

## **ACCOUNTS PAYABLE OFFICER / ASSISTANT ACCOUNTANT**

Collingwood Football Club is looking for an Accounts Payable Officer/Assistant Accountant to join our team! This exciting, dynamic role has opened up due to internal movement within our Finance Department.

Based at the Holden Centre, this role is ideal for a proactive, collaborative professional with experience in Accounts Payable, who maintains a strong attention to detail.

Reporting into the Finance Manager, you will oversee the Accounts Payable function and assist with finance related tasks of both regular and ad-hoc occurrence.

Responsibilities include the management of creditor invoices and Company credit cards, reconciliation of petty cash expenditure, assisting with general finance administration of Precinct Travel, CFC Community Foundation and the Vic Park Foundation as well as supporting the team with month-end reporting including Balance Sheet Reconciliations, journal entries and report creation.

The successful candidate will also complete quarterly ABS surveys, assist with the preparation of the Fringe Benefits Tax Return and will proactively review CFC expenditure to highlight any areas for potential cost savings and/or efficiencies.

We are looking for a proactive and adaptable individual who is accustomed to working in a fast-paced, sporting environment. You will be a quick learner who consistently recognises opportunities for synergy and demonstrates an approach characterized by commitment, motivation and energy.

Along with having the right skills and qualifications - more than anything, we are looking for a strong team player with exceptional communication and time management skills as well as a great attitude.

If you are interested in this position, please send through your resume to [careers@collingwoodfc.com.au](mailto:careers@collingwoodfc.com.au). Applications close **Monday 22 October 2018**.