



## ACCOUNTS OFFICER

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The North Melbourne Football Club is a leader in the Australian sports industry, with an outstanding reputation for its hardworking culture and innovation. If you thrive on working in a fast paced, continuously evolving environment with a passionate team of professionals where you can learn and gain valuable experience this may be the organisation for you.

An exciting opportunity has arisen for enthusiastic and self-motivated professional to join our Finance team.

### The Role

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Reporting directly to the Finance Manager, the primary responsibilities of the Accounts Officer will include:

- Accounts Payable management including processing of invoices and payment runs
- Accounts Receivable management including raising invoices and debtor payment follow up
- Financial Management including completion of bank reconciliations and general ledger maintenance

### What we're looking for

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The ideal candidate will possess the following skills and attributes:

- experience in a similar role (minimum 2 plus years)
- strong attention to detail and initiative
- excellent written, verbal and interpersonal communication skills
- team focused with an ability to work independently
- genuine willingness to learn new skills via on the job training
- sound time management skills.

The successful candidate will be required to undertake a Victorian Working with Children's Check.

### How to apply

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Please submit your CV together with a covering letter outlining your suitability for this role to [employment@nmfc.com.au](mailto:employment@nmfc.com.au). Please note that due to the overwhelming number of applications received by the Club, we are unable to reply to every application. **Only those applicants selected for an interview will be contacted.**

**Applications close at 5 pm on Monday, 20 August 2018.**