

## Senior Finance Officer

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Company: Mbc Recruitment

Location: Australia

Category: other-general

Position : Senior Finance Officer

Start : ASAP

Duration : 6 months with view to extend

Salary : \$36 - \$40 p/h + super

Hours : 35 hours per week

Location : Cessnock

### Overview

We have an opportunity for a Senior Finance Officer for one of our Government clients to work within their dynamic Finance Teams. The ideal candidate would enjoy working in a fast paced environment, have high attention to detail and take pride in providing excellent customer service with the ability to prioritise and manage multiple tasks and complete work within agreed timeframes.

### Key Objectives

Provide effective customer service in a timely, courteous and professional manner including telephone and counter enquires and answering correspondence. Reconciliation and processing of payments from collections agencies, Bpay, Direct Debits and bank reconciliation processes. Control and maintain the creditors and debtors master files, and the month end tasks Ensure Masterfile's for finance functions are maintained in accordance with legislation Ensure the timely processing of invoices and the development, implementation and monitoring of appropriate processes, procedures and team work

### Essential Criteria

Certificate IV in accounting, financial management, business management or equivalent  
Experience in a similar role Demonstrated strong experience in an accounting environment  
with experience in accounts , with the proven ability to accurately review own work.

Appointments Are Subject To The Following Checks/ Clearances

Right to Work in Australia Reference checks

When applying for this role, please include a Word version of your resume (not PDF). Please  
note that only Australian based applicants will be considered for this role.

By applying for this position, you give MBC Recruitment the sole Right to Represent you for  
the position of Job #593937 - Senior Finance Officer . Your details may be provided to the  
Client to progress your application.

Apply Now!

Job Code: 593937

Recruitment - Cessnock, NSW

#recruitment

#J-18808-Ljbffr

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