



POSITION VACANT

JOIN THE DYNAMIC AND GROWING TEAM AT ANGLICAN CARE, A LEADING PROVIDER OF AGED CARE SERVICES FOR MORE THAN 1000 RESIDENTS. ANGLICAN CARE IS BUILT ON A TOTAL COMMITMENT OF INTEGRITY, ENCOURAGEMENT, INNOVATION AND COMMUNICATION.

AT ANGLICAN CARE, IT'S NOT JUST A JOB, IT'S A CAREER!

Accountant

Full Time Position + 1 ADO per month

We are seeking a highly organised, committed and motivated accountant to join our Finance team. The successful applicant will assist the Finance Manager in all aspects of financial accounting and management reporting, including financial analysis, financial reporting, budget preparation and financial systems and supervision of accounts payable, accounts receivable and payroll.

Essential Requirements:

- Tertiary qualifications in accounting and eligible for membership of relevant Professional Accounting body
- Highly developed spreadsheet, word processing and financial systems skills
- Superior organisational and communication skills with an ability to manage and prioritise high volume workloads
- Ability to prepare, analyse and review financial and cashflow statements
- Demonstrated ability to work effectively in a team environment, and independently with limited direction.

Desirable Requirements:

- Understanding of relevant Accounting Standards
- Experience in legislative compliance and reporting
- Previous experience with staff supervision
- Current 'Class C' Driver's Licence

To apply please send an application letter addressing all Essential and Desirable Criteria

BENEFITS OF JOINING ANGLICAN CARE!!

- Career Development
- Up to \$16,049pa Salary Packaging
- Paid Parental Leave
- Training and Career Planning Pathways
- Social Club
- Work-life balance

HOW TO APPLY

Enquiries: *Michelle Gibb, Human Resources*

Phone: *02 4958 0084*

Written Applications Close: *Friday, 2 March 2012*

Address Application To: *Human Resource Manager, Anglican Care, Toronto Rd, Booragul NSW 2284 or*

Email to: jobs@anglicancare.com.au