

FINANCE TEAM
SENIOR FINANCE OFFICER
38 hours per fortnight (0.5 FTE)
Ongoing

BCHS is looking for an experienced Finance Officer to join the team.

Work as a part of the finance team to support and undertake the operations of the BCHS financial management and financial reporting systems, including assisting with financial reporting, budgeting and other ad-hoc finance team tasks as needed.

The successful applicant will assist with system improvements that support BCHS service delivery efficiency and effectiveness and also provide advice to the Senior Leader of Finance and other staff as requested.

TEAM ROLE

The Finance Team provides a high-quality financial management service to BCHS, staff and external customers and suppliers with an emphasis on ongoing improvements to efficiency and effectiveness. Team responsibilities include financial transactions, internal support to queries from staff, end of month financial reconciliations and internal and external, including regulatory, financial reporting and budgeting.

About BCHS

Bendigo Community Health Services has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing

To successfully apply for this position you will need:

KEY SELECTION CRITERIA

Essential

1. Demonstrated relevant experience of a minimum of three years **or** a tertiary qualification in accounting or financial services.
2. A sound knowledge of accounting transactions and processes and relevant accounting concepts and standards.
3. Demonstrated ability in the use of a financial management system.

4. High level skills in Microsoft Office programs.
5. Excellent interpersonal and communication skills .
6. Demonstrated experience providing financial services support to other service delivery staff.

Desirable

1. Tertiary qualification in Accounting/Financial services.
2. Demonstrated relevant experience of a minimum of three years.
3. Skills and experience with XERO accounting software.
4. Experience in a community-based organisation or not for profit agency.

For further information about the position contact Mark Fitzpatrick on 03 5406 1260

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1555 if an automatic acknowledgement has not been received.