



Are you professional enough
to work at CanTeen?



Are you free-spirited enough
to work at CanTeen?



Information Pack
Finance Assistant – Sydney

About CanTeen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

We help young people cope with cancer in their family. Through CanTeen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

By feeling understood and supported, young people develop resilience and can rebuild the foundations that crumbled beneath them when cancer turned their life upside down.

No matter which role you are in, working for CanTeen is how **you** can be the difference.

Life at CanTeen

CanTeen is one of the most highly regarded not for profits in Australia with one of the most recognisable brands across the country (who doesn't know about the bandanna!). CanTeen is also a finalist in the 2018 Australian HR Awards – Employer of Choice (Public Sector & NFP) Category.

Working for CanTeen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. CanTeen has a passion for all things people, and as well as a range of benefits including 5 weeks of annual leave, additional 3 days of gifted leave over Christmas, flexible working, dog friendly organisation, tax-effective salary packaging scheme, mobile phones and an in-house leadership program, we are continually working on ways to make CanTeen an even better place to work. We have a culture we are proud of, and want to find more people who share our commitment, enthusiasm and passion!



Through our regular staff engagement surveys, we know that CanTeen is fortunate to have one of the most passionate and committed workforces in Australia!



What's this job all about?

Title:

Finance Assistant – Sydney

The nuts and bolts:

Fixed Term – 1 Year Contract, Full Time Position

Job summary:

CanTeen are currently seeking a **Finance Assistant** to join our team in Newtown! As **Finance Assistant** you will be responsible for a **range of finance activities** in support of the National Finance & Risk Manager, with particular responsibility for **receipting income and financial data entry**.

CanTeen receives income from a variety of sources which needs to be properly allocated according to source and campaign. This role will have primary responsibility for the **accurate receipting of revenue** from sources such as our website and external agencies.

There will also be the opportunity to assist with **accounts payable and daily bank reconciliations** and be an important contributor to the accuracy of all financial information in the organisation.

Is this you:

As Finance Assistant you will be a **confident communicator, able to process data and bank reconciliations** and will contribute to the overall financial information within CanTeen. We are looking for someone who can demonstrate the following:

- **Strong computer skills** particularly excel and word
- Experience working in a **similar role**
- Strong organisational and **time management skills**
- Strong **attention to detail** and **good initiative**
- Approachable, friendly and **professional**
- High level of **integrity, honesty and commitment**
- Highly **motivated team player** who contributes to maintaining an effective team
- A **relevant qualification** would be desirable but not essential

Closing date info:

Interested? Apply now! Applications will close on the **12th May 2019**.

Please apply on the CanTeen website at www.canteen.org.au/about-us/careers/ or email written applications with a covering letter to careers@canteen.org.au.

Working Relationships

Reports to: National Finance & Risk Manager

Positions reporting into this one: None

Key working relationships: Corporate Services Team, Marketing & Fundraising Team, National Office staff, Division staff, external suppliers and stakeholders.

Role Specifics

Processing of Receipts

- Downloading of daily data from banking platform and website
- Sorting of data and liaising with fundraising team to ensure correct allocation of donations
- Daily processing of donation receipts into CRM

Bank Reconciliations

- Assist in the daily reconciliation of CanTeen's bank accounts
- Follow up of unresolved bank reconciliation issues

Accounts Payable

- Assist in the processing of weekly accounts payable, invoices and payment requests
- Assisting in trouble shooting and resolution of accounts payable issues

Support

- Deliver support to the rest of the finance team where required, in a timely and accurate manner.

Selection Criteria

Essential

- Knowledge/Skills/Experience
- Good computer skills
- Proficient in MS Office products, particularly Excel and Word
- Demonstrated experience working in a similar role
- Strong organisational and time management skills
- Strong attention to detail and good initiative
- Good communication skills

Personal qualities

- Approachable, friendly and professional
- High level of integrity, honesty and commitment
- Highly motivated, team player who contributes to maintaining an effective team
- Adaptable to change

Desirable

- A relevant qualification would be desirable but not essential

Hours of Work

Due to the nature of CanTeen's work, you will be required to work weekends and evenings on a regular basis. Advance notice will be given when this is the case, and CanTeen does have a Time off in Lieu policy for taking leave when hours in excess of the standard working week are worked.

Pre-Employment Checks

As CanTeen's work involves employees being in direct contact with children and young people, employees are required to complete police and working with children checks, relevant to the State in which they will be employed.

CanTeen will conduct at least two reference checks on successful applicants, and may also require proof of any professional qualifications stated on an application.

General Information

All employees are required to adhere to CanTeen's Human Resources Policies during the course of their employment.

CanTeen is an equal opportunity employer.

