

Careers at GMCT: More than just a job

Join our diverse team dedicated to serving Melbourne's communities with integrity, respect, compassion and sustainability.



Accounts officers (multiple roles)

A unique opportunity has arisen for experienced finance officers to become a part of a newly-created, multi-skilled accounts structure.

- **Contribute to a culture of high performance**
- **Part-time, permanent roles available (30.4 hours per week) to provide a work-life balance**
- **Northern suburbs location | free onsite parking | \$57,516 + super (pro-rata)**

Are you eager to join a high-functioning team and play a pivotal role in supporting the smooth running of the accounts function?

Reporting to the senior financial accountant, you will have oversight of all aspects of the accounts function with each accounts officer having a portfolio responsibility in the following disciplines:

- accounts officer – general Ledger**
- accounts officer – payables**
- accounts officer - receivables**

These roles will work collaboratively with each other on a weekly basis. This will assist in cross skilling the finance team to provide continuous support to the business and provide development opportunities for the successful candidates with opportunity for career progression.



TO APPLY:

Applications must address the key selection criteria and include a cover letter specifying which role you are applying for.

You will need to submit your application to jobs@gmct.com.au

Closing date:
4pm Friday 26 January 2018

This position requires the successful candidate to undergo a pre-employment medical, police check and values testing.

People of Aboriginal and Torres Strait Island descent are encouraged to apply.

GMCT is an Equal Opportunity Employer.

GMCT is a Supportive Employer of Australian Defence Force Reservists.

Careers at GMCT: More than just a job

Join our diverse team dedicated to serving Melbourne's communities with integrity, respect, compassion and sustainability.



In addition to your previous experience in a similar role, successful candidates must demonstrate the following key requirements :

- strong communication skills, required to communicate with internal staff/customers/supplier regarding invoicing and payment of invoices
- ability to prioritise and meet deadlines
- accurate data entry skills
- keen attention-to-detail
- self-motivation
- good organisational skills
- team player approach
- flexible and willing to assist others in need

If you are an experienced finance professional wanting to diversify your skillset we would love to hear from you!

This position is available for an immediate start and will give the right person the opportunity to grow within our organisation.

ABOUT GMCT

At The Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 18 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations peace of mind.

Each year, we help more than 12,500 families – of all cultures and faiths – plan and prepare for funeral, cremation, interment and memorial services. We are committed to maintaining these beautiful, restful and sustainable places to preserve and protect the memories and history they hold.