

## Careers at GMCT: More than just a job

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



## Corporate accountant

- **Location:** Fawkner
- **Salary:** EBA Level 4.1 (\$66,971.43+Super)
- **Full-time, ongoing**

This is an excellent opportunity for an experienced corporate accountant to be part of our finance team based at Fawkner.

### Key responsibilities include:

- responsible for the accurate processing of accounting information
- provide reporting and analysis support to the business in a timely manner
- assist management with end of month activities and to manage all associated activities, whilst providing a quality and efficient service to clients
- assist the two accounts officers on a weekly basis in order to create a cross skill team, provide business support and career progression.

### To be successful in this position you will require:

- Bachelor degree in Accounting or equivalent
- CA or CPA qualified (or working towards desirable)
- a minimum of 3 years of recent experience in all aspects of basic accounting, accounts receivable and payable including month end
- strong time management skills
- excellent interpersonal and communication skills that facilitate effective and professional communication with a wide range of people from varied backgrounds
- attention to detail and high level of accuracy
- demonstrated skills and experience in the suite of Microsoft products – Excel, Word PowerPoint etc
- exposure to finance related systems



**The Greater Metropolitan  
Cemeteries Trust**  
Lasting memories, peaceful places.

### TO APPLY:

Applications must address the key selection criteria and be submitted to [jobs@gmct.com.au](mailto:jobs@gmct.com.au)

Closing date:  
**4pm Friday 4 January 2019**

Please find position description here.

*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.

### ABOUT GMCT

At The Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 19 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.