



We're Hiring!

Bookkeeper

14 hours per fortnight Salary and conditions:
Social & Community Services Employee Level 3

We are currently seeking an experienced bookkeeper. This is a position providing support to the Finance Manager primarily in relation to generalist bookkeeping duties and administration.

Essential criteria:

- MYOB experience
- Cert IV in Accounting or equivalent
- MS Office skills with advanced knowledge using Excel
- Ability to work collaboratively and independently
- Good organisation and time management skills

What we can offer:

- An organisational context passionate about children & families
- Ongoing professional development opportunities
- Friendly, supportive team environment

What we need from you:

- Passion to make a difference in the lives of children and families
- A commitment to Gateway Family Services vision and values

How to apply for this position:

Only applicants who have requested an information package and responded to the essential criteria in their application will be considered.

- To request an information package email:
finance@gatewayfamilyservices.org.au
- Your application should be forwarded to
finance@gatewayfamilyservices.org.au together with a cover letter, a current copy of your CV and your response to the essential criteria.

CLOSING DATE: 19th April 2024

**To request an information package email:
finance@gatewayfamilyservices.org.au**

GFS is an Equal Opportunity employer. Aboriginal and culturally and linguistically diverse persons are encouraged to apply.