



MINARET COLLEGE

Islamic College of Melbourne South and East

EMPLOYMENT OPPORTUNITY AT MINARET COLLEGE

Assistant Finance Manager

Minaret College is seeking an Assistant Finance Manager to join the College located in the South East of Melbourne. Reporting to the Finance Manager the successful applicant will join a team of professionals in a well-established educational institution.

The successful applicant will be responsible for:

- All matters related to cash collection, fees and other income and general accounts receivable function of the College.
- Preparation of the budgets, monthly statements, cash flow and any other financial statements.
- Preparing high quality management accounting reports.
- Ensuring the achievement of KPIs relating to all aspects of the role.
- Articulating reports for senior management that is accurate and succinct.

The successful candidate will possess:

- Degree in Accounting / Business Administration. CPA/CA qualifications are desirable.
- 5+ years of experience in Finance/ Accounting.
- Considerable years of administrative experience in education settings.
- Sound understanding of Australian Accounting Standard and Tax laws.
- Highly developed written and verbal communications skills as well as highly developed interpersonal, team, and customer relations skills.

The successful applicant will be expected to support the Islamic ethos of the College.

Please forward your resume and cover letter to: hr@minaret.vic.edu.au

Applications close: Tuesday 23 March 2018

www.minaret.vic.edu.au

