

## Position Vacant

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Title: Finance Officer  
Tenure: Full Time  
Salary: \$69,000 - \$83,000 per annum plus superannuation (current legislative rate)  
Location: Mackay  
Reports to: Coordinator – Finance & Administration

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## Finance Officer – Reef Catchments Limited

### About Reef Catchments Limited

Reef Catchments is the Natural Resource Management (NRM) organisation for the Mackay-Whitsunday-Isaac region with offices situated in Mackay and Proserpine. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.

More information about Reef Catchments and its activities is available at [www.reefcatchments.com.au](http://www.reefcatchments.com.au)

**To achieve our vision, we need amazing people like you on our team.**

### About the position

We are seeking an experienced and efficient finance officer to join our Corporate Shared Services team in a varied role that supports the effective delivery of finance and administration functions.

The position will be responsible for the following activities:

- Accounts Payable.
- Provide support for the Coordinator – Finance & Administration for ensuring financial records are up to date and accurate. This will include job costing, balance sheet reconciliations including (but not limited to) assisting with preparation of project budgets, reporting (including end of month), implementation of policies and procedures and establishing and maintaining purchasing system controls.
- Reconcile and acquit grant and funding income with support of the Coordinator – Finance & Administration.
- Productivity analysis and reporting.
- Management of contracts with sub-contractors, service providers and grant recipients.
- Complete monthly BAS.
- Other administrative duties as required.



## About you

- Tertiary qualifications in finance, accounting, or bookkeeping (or working towards).
- Experience in financial administration, with a working knowledge of job costing and reconciliations.
- Experience using IT systems and financial software systems (MYOB and CALXA desirable but not essential).
- Knowledge and skills in Microsoft Office suite, including intermediate to advanced Excel.
- Outstanding organisational skills with a passion for attention to detail.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.

## Benefits of working with us

1. Flexible working arrangements for work-life balance
2. Professional development opportunities
3. Career progression and succession planning
4. 5 weeks annual leave
5. Salary packaging

To learn more about the benefits of working for Reef Catchments, please visit the website:

<https://reefcatchments.com.au/careers/>

## Our Values

Reef Catchments believes a positive work culture matters and we have created a harmonious workplace culture by putting into practice our core Organisational values daily.

Our 5 core values are:

- Purposeful
- Connected
- Respect
- Evolve
- Accountable

To learn more about our vision and values please visit the website: <https://reefcatchments.com.au/vision-values/>

## How to apply

1. Provide a cover letter outlining your suitability for the position.
2. Attach your current resume.

The selection panel will assess your ability to perform the work required of the position based on your response and resume and other selection processes which may include an interview.

Referees will be contacted upon successful interview.

Further information can be obtained by contacting:

Human Resources

Phone: (07) 4968 4200 or email: [hr@reefcatchments.com](mailto:hr@reefcatchments.com)

Please submit your application via the link or forward to [hr@reefcatchments.com](mailto:hr@reefcatchments.com) by close of business Monday 22<sup>nd</sup> April 2024