



JOB OPPORTUNITY

Finance and Administration Coordinator

Paralympics Australia (PA) is one of the most respected, well-loved and emotionally connected brands in Australian sport. At the heart of what we do is to support Parathletes competing at World Championships, Paralympic Games and other elite competitions around the world.

We are seeking an energetic and reliable Finance and Administration Coordinator to assist in supporting our day-to-day accounting and administration activities. This is a hands-on role, managing a wide variety of tasks including accounts payable and receivable, maintaining adequate office supplies and assisting the Chief Financial Officer and Executive Officer with a variety of ad hoc tasks and projects.

Key responsibilities include:

- Processing of accounts payable, accounts receivable and credit card reconciliations within a timely manner
- Supporting the Finance Manager with monthly and annual accounting requirements including information for financial statements and audits
- Coordinating the booking of travel, accommodation and car hire for staff, Directors and key stakeholders
- Performing general office duties including but not limited to, processing mail, coordinating couriers, answering telephone and or/ in person enquiries
- Contributing positively to our team and helping out with various tasks as required

The ideal candidate is proactive, enthusiastic and can accomplish tasks accurately, in a quick and efficient manner. You are prepared to 'roll up your sleeves' to get the job done and are willing to help where help is needed. You will have highly developed attention to detail skills as well as experience working with XERO or a similar finance system. You can confidently think independently and trouble-shoot when a challenge arises.

This is a full-time role, working within a hybrid environment with flexibility to work from either our Sydney or Brisbane offices. We are also open to discuss flexibility in hours (eg school times).

Paralympics Australia provides a safe, fair and welcoming environment, valuing diversity and inclusion and we encourage anyone who holds the relevant skills and experience to apply for our roles.

If you believe you can contribute to an outstanding Australian sporting organisation, please apply via email to **HR@paralympic.org.au**. Applications close end of business, Wednesday 05 October 2022.