



## **SOUTHERN JUNCTION**

*Connecting People ~ Building Communities*

Southern Junction Community Services is an independent community organisation that aspires to meet the needs of marginalised groups and disadvantaged individuals and families in the Southern Adelaide and Fleurieu region.

### **Finance Assistant**

**SACS Level 2**

**0.4 FTE position with additional hours  
as required**

We are looking for a friendly and professional Finance Assistant to join our team. Based at Christies Beach, you will be an integral member of our small friendly Finance Team responsible for undertaking various accounts tasks including payroll, petty cash and assisting the Finance Officer with accounts payable, banking, financial reporting etc. This position will liaise with all levels of staff across the organisation. Previous accounts/finance experience is essential along with a capacity to problem solve day to day issues and work in a busy environment. Experience with MYOB will be highly regarded.

*A copy of the role description can be downloaded from  
[www.southernjunction.org.au](http://www.southernjunction.org.au)*

For more information please contact Rebecca East on 8392 3000.

**Applications close 5.00pm Monday 5 March 2012**

#### **Criminal History Assessment required**

*An equal opportunity employer. People of Aboriginal or Torres Strait Islander descent are encouraged to apply.*