



RECRUITMENT

Position	Internal Relations	External Relations	Principal Roles	Essential Qualities	Desirable Qualities
<p>Financial Officer</p>	<ul style="list-style-type: none"> • Executive Board • Sponsorship Team 	<ul style="list-style-type: none"> • Partners & Sponsors (i.e., all external organizations) engaged in financial matters relating to AMSJ • NSW Fair Trading • Financial Institute 	<p><i>Maintain financial, accounting, and administrative services in order to meet legislative requirements and support AMSJ operations.</i></p> <ul style="list-style-type: none"> • Maintain cash controls • Maintain accounts payable • Process Sponsor/Advertiser invoices in an accurate and timely manner • Ensure all taxation and financial regulatory requirements are met, including bi-annual audit and quarterly reports. • Maintain financial files and records of accounts payable and accounts receivable in order to ensure complete and accurate records of all moneys • Advise AMSJ Executive Board of financial status, revenue allocations, and financial outlook • Assist with preparation of annual budget and strategy for execution • Ensure long-term financial security of the AMSJ 	<ul style="list-style-type: none"> • Proficient knowledge in: <ul style="list-style-type: none"> – generally accepted accounting principles – preparation of financial statements – preparation of financial reports • demonstrate analytical and problem solving skills • effective verbal and written communication skills • time management • spreadsheet and word-processing programs (e.g., Microsoft Excel) • honest & trustworthy 	<ul style="list-style-type: none"> • Diploma in Accounting or Business Administration and/or second level of recognized accounting program • Prior experience in financial managerial role of a student and/or non-profit organization • Experience with Australian taxation and non-profit reporting requirements