



Employment Opportunity

GMCU is a regional member-owned credit union based in the Goulburn Valley, with its main offices located in Shepparton, Victoria. GMCU is for purpose, not profit. We are here to make life better for our members and communities by unleashing what's possible and helping them realise their dreams. We are here to serve them, to genuinely get to know them and seek to support them with financial services and products that meet their needs.

Finance Assistant – Permanent Full Time

The primary role of the Finance Assistant is to support the Team Leader - Finance in the provision of financial and accounting information to facilitate the effective operation of GMCU.

Key responsibilities include but not limited to:

- Perform all daily reconciliations in order to complete full Bank reconciliation and investigate discrepancies within a timely manner.
- Provide generalised support for accounts payable related transactions enquiries. Respond to queries as appropriate within delegated authority or triage and escalate issues as required.
- Perform the processing of Accounts Payable function within XERO with accuracy and within timeframes.
- Implement procedures dealing with the processing of transactions for the various payment channels (e.g. Direct Entry, BPay, National Payments Platform).
- Provide support for the preparation of financial reports/schedules.
- Participation in both internal & external audits

About You

- Demonstrated commitment to GMCU's Values of Integrity, Responsible, Progressive and Excellence.
- Existing ASIC Tier 2 Certificate, or ability to gain certificate within three months of appointment.
- Demonstrated problem-solving skills, including the ability to exercise sound judgement.
- Excellent interpersonal and communication skills, including the ability to liaise with a range of stakeholders.
- Ability to work independently to achieve defined objectives and as an active and positive team member.
- Strong attention to detail including the ability to complete tasks accurately.
- Demonstrated ability to manage competing work priorities, to complete work within expected timeframes and meet tight deadlines.
- Ability to interpret and apply policies and procedure within a financial context.
- High level of computer literacy including all Microsoft Products.
- The ability to successfully meet GMCU's pre-employment screening requirements.

There is no closing date. Applications will be reviewed as they are received.

Applications must include a cover letter addressing the Key Selection Criteria (as outlined in the "About You") and a current resume and are to be emailed to recruitment@gmcu.com.au