

## Finance Assistant, Text Publishing

### Position Description

Text is looking to build its small but vital finance team—the operational hub of our dynamic independent publishing company. This role will suit a self-starter who is happy to work autonomously and under instruction, and who enjoys varied responsibilities. Experience working in small business would be an advantage.

There is scope for increased responsibilities within the company in future. We can be flexible about working hours, through negotiation with the successful candidate.

### Selection Criteria:

---

- First-rate administration and organisational abilities
- High numerical accuracy skills and attention to detail when working at speed
- Advanced skills with Microsoft Office, particularly Excel
- Demonstrated experience in the use of finance software
- The ability to maintain a calm manner in a deadline-driven environment, to deal with interruptions and manage tasks around changing priorities
- Knowledge of the book industry and a love of books would be an advantage

### Key Accountabilities:

---

- Perform extensive data entry
- Analyse and report weekly sales data
- Manage accounts receivable and accounts payable
- Process debtor and creditor invoices through MYOB or similar
- Assist in the preparation of the bi-annual royalty statements
- Prepare and send invoices and maintain invoice records
- Perform general finance and administration duties
- Additional P&L and/or inventory responsibilities may be assigned to the successful applicant, depending on experience.

**Terms:** Based in Melbourne, this role can be configured as full- or part- time depending on the skills and experience of the successful applicant

**Reporting:** To the Finance Manager

**Salary:** To be negotiated with the successful applicant

**Applications:** Must be received by **6pm on Monday 14 March**.  
Send applications including **cover letter, CV and response to selection criteria** to [applications@textpublishing.com.au](mailto:applications@textpublishing.com.au)

THE TEXT PUBLISHING COMPANY

ACN 063 671 205

WURUNDJERI COUNTRY, LEVEL 6, ROYAL BANK CHAMBERS, 287 COLLINS STREET, MELBOURNE VICTORIA 3000 AUSTRALIA  
TEXTPUBLISHING.COM.AU TEL: (+61 3) 8610 4500 FAX: (+61 3) 9629 8621