

TEXT PUBLISHING POSITION DESCRIPTION

Finance Coordinator/Finance Assistant

Selection Criteria:

- High numerical accuracy skills and attention to detail when working at speed
- First-rate administration and organisational abilities
- Advanced skills with Microsoft Office, particularly Excel
- Demonstrated experience in the use of MYOB
- The ability to maintain a calm manner in a high pressure, deadline-driven environment
- 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
- Prepare bi-annual royalty statements
- Prepare invoices and maintain invoice records
- Perform general finance duties, including banking and petty cash
- Additional P&L responsibilities may be assigned to the successful applicant, depending on experience.

Terms: This role can be configured as a full or part-time position, to suit the successful applicant

Reporting: To the Finance Manager

Salary: To be negotiated with the successful applicant

Applications: Must address the selection criteria, and must be received by 5pm on Friday 20 January. Send applications including cover letter, CV and response to selection criteria to applications@textpublishing.com.au.