



HUNTER RIVER AGRICULTURAL & HORTICULTURAL ASSOCIATION LIMITED

ABN: 46 487 545 901

POSITION VACANT

Applications are invited for the position of Finance Officer at Maitland Showground office. This is a permanent part time position. The base hours are 10 per week and can be worked over multiple days between 9am and 2 pm. Additional hours may be available during busy period like the annual Maitland Show.

Qualifications in bookkeeping and experience in Xero are essential. The role of the Finance Officer is to ensure that all finance systems are maintained for payroll, accounts payable, accounts receivable and completed to bank reconciliation. Competency with online banking is essential.

An understanding of and experience in a not-for-profit organization is desirable. The capacity to work to deadlines and in a small team environment are essential. Immediate start preferred.

Selection Criteria

- Qualifications in bookkeeping or finance
- At least 3 years' experience with Xero
- Capacity to work to deadlines
- Experience in working in a small team
- Understanding of and experience in a not-for-profit organization

Applications, including a resume and a response to each selection criteria can be sent to: The Manager, Maitland Showground, office@maitlandshowground.com.au or posted to 50 Blomfield St, Maitland 2320.

Applications close 12noon Friday 4th October 2024