

# Finance Officer

- **Part Time Opportunity – 7.5hrs per week**
- **Located at Vermont South Learning Centre**
- **Start date – early February 2021**

The *Vermont South Learning Centre* is one of ten Neighbourhood Houses located within the Whitehorse Council district in Melbourne's eastern suburbs. The Centre offers programs and services in a friendly, purpose-built environment to meet the needs of the local community. These include adult education, lifestyle & recreational courses, children's activities, a social enterprise café & catering, and room hire.

We are looking for an enthusiastic and motivated person to join our dedicated team, with the skills and experience to maintain the centre's financial records and systems, including accounts, payroll and budgets.

The person we are looking for will have:

- Skills and abilities to effectively maintain our financial systems and processes
- Advanced proficiency with MYOB and Excel software
- Effective organisational and time management skills
- Strong attention to detail
- A flexible collaborative approach and attitude
- Self-motivation with an intrinsic desire to strive for excellence
- Highly developed communication and interpersonal skills
- A commitment to working in a community setting with a focus on learning and social connection

Applicants will need to address the Selection Criteria contained within the Position Description, by emailing [manager@vslc.org.au](mailto:manager@vslc.org.au) (max. 2 pages)

Please submit your application, including a current resume and names of three referees, to [manager@vslc.org.au](mailto:manager@vslc.org.au) by **COB Wednesday 27<sup>th</sup> January 2021**.

For further information please contact the centre on [9803 2335](tel:98032335) between 1pm - 4pm.  
*Please note – only those short listed will be contacted.*