



Australian Country Credit Union Ltd trading as Reliance Member Banking (ABN 57 087 650 575), a leading Credit Union in the Central Western area of NSW, is seeking a highly organised, self-motivated and enthusiastic person to join our Head Office administration team located in Bathurst.

SENIOR ACCOUNTS OFFICER

This position is an integral part of the finance team and will report to the Senior Manager – Finance and Corporate.

Responsibilities will include:

- Daily accounting functions, including cash flow and liquidity management;
- Assisting with taxation compliance, including FBT and GST;
- Preparation of statutory returns and assistance with preparation of annual financial reports;
- Monthly reconciliations;
- Preparation and analysis of regular financial reports;
- Maintenance of the assets register.

The successful applicant will possess the following attributes:

Essential

- Relevant tertiary accounting qualifications
- Minimum of two (2) years experience in a similar role
- High level of PC literacy and proven ability with MS Word/Excel
- Ability to work in a team environment
- Excellent communication skills

A salary commensurate with qualifications and experience will be negotiated with the successful applicant.

If you are interested in applying for the position, please forward your cover letter and resume marked “Private & Confidential”:

Post to : Human Resources Co-ordinator
Australian Country Credit Union Ltd
PO Box 330
Bathurst NSW 2795

Email to : careers@reliance.com.au

Closing date for applications is 15 October 2008.