



Debtors and Creditors Officer

Adventure Patch helps to bring the adventure back into child care.

We are a proud Tasmanian not-for-profit child care provider, of Long Day Care, Outside School Hours Care and Family Day Care.

Our philosophy underpins our work and our interactions and represents our desire to create a fun, adventurous and caring environment for children.

Our centres are known for their progressive and contemporary childcare practices and offer a positive and rewarding team environment. We create an inclusive environment where every individual can feel safe, valued, and happy.

We are looking for an experienced, organised and detail-orientated debtors and creditors officer to join our finance team in our head office.

To be considered you will require:

- Excellent verbal and written communication skills, with the ability to discuss detailed financial matters with both internal and external stakeholders.
- Experience in basic accounting, bookkeeping and administration.
- Exceptional computer skills – MYOB and Microsoft Office (specifically Outlook, Excel, and Word).
- Proven ability to work collaboratively within a team.
- Ability to work proficiently unsupervised, with an eye for detail.
- Ability to establish work priorities and meet deadlines.
- Appropriate level of confidentiality and discretion.

Desired:

- Experience in a similar financial or administrative role would be highly regarded.
- Certificate III in Accounts Administration/Business Administration or similar.

For more information about the position, please email Mel Johnson, Finance Manager on mel.johnson@adventurepatch.org.au or visit our website www.adventurepatch.org.au Please ensure you submit the following via SEEK:

- A covering letter addressing two key questions:
 - 1) why you are applying for the position, and
 - 2) why you feel you are an ideal candidate
- A resume detailing your experience and qualifications

Applications close 7th May 2021