**Position Vacant – Finance Assistant**

**About Us**

Club Mudgee has been Mudgee’s premier entertainment and hospitality venue for over 70 years. Boasting a rich history in supporting the local community and sporting groups, Club Mudgee caters for everyone with 2 eateries, several bars, lounge areas, and facilities catering from small intimate meetings to large events and functions. Club Mudgee has a reputation for great food, live music and shows and memorable functions.

**About the Role**

We are currently seeking a Full Time Finance Assistant to provide financial, administrative and clerical support to Club Mudgee, and support the Club’s CFO.

In particular, the successful candidate can expect to perform the below duties:

* Accounts payable;
* Accounts receivable;
* Provision of payroll for around 60 employees on a weekly / monthly basis;
* Completion of month end-end processes and reporting functions, including reconciliation of general ledger, balance sheet, and GST balances, preparation of BAS returns.

**About You**

We are seeking a candidate with the following qualifications and skills:

* Diploma level or higher qualification in Accounting and Bookkeeping (or similar);
* Previous experience in the administration of payroll, accounts payable and receivable;
* Previous experience in accrual accounting, general journal entries and general ledger reconciliations;
* Advanced Microsoft Office skills (particularly in Excel).

In addition, the below criteria would be highly regarded (but are not essential):

* Experience in developing procedures and office systems;
* Experience with Xero software;
* Previous experience in hospitality or the Club industry;
* Responsible service of Alcohol (RSA) or Responsible Conduct of Gambling (RCG) competencies.

**Benefits:**

* Join a team of friendly, enthusiastic locals with a passion of customer service.
* Work close to home!