

# POSITION VACANT

The Anglican Diocese of Canberra & Goulburn is seeking a permanent part-time Finance/Administration Assistant, to join the Diocesan Office team located in Reid, Canberra.

The Role will involve processing and support for accounts receivable and payable along with general administration duties.

The ideal candidate should demonstrate the following

- Sound knowledge of Microsoft Office & MYOB
- Well developed verbal and written communication skills
- Strong interpersonal skills and ability to work in teams
- Previous experience working in an accounting or finance function

The role will be offered as a flexible 30 hour week and this may include school hours.

Salary Package will be negotiated with the successful applicant on the basis of qualifications, skills and experience.

For more information please contact Gaylene Bell on 6248 0811, or by email [gaylene.bell@anglicancg.org.au](mailto:gaylene.bell@anglicancg.org.au).

*Gaylene Bell*

**Chief Finance Officer  
Anglican Diocese of Canberra & Goulburn  
GPO BOX 1981  
Canberra ACT 2601  
Ph: (02) 6248 0811  
Fax: (02) 6247 6829**