



## **Finance Officer**

### **Curtin Student Guild**

Support the financial operations of WA's largest student-led Guild.

Curtin Student Guild provides academic, social, and financial support to students while managing clubs, events, and on-campus services. We're seeking a proactive Finance Officer to assist with accounts payable and receivable, financial reporting, and operational support in a dynamic, student-focused environment.

### **What you'll do**

Reporting to the Management Accountant, you will:

- Process and distribute supplier invoices, prepare payment runs, reconcile statements, and maintain supplier accounts.
- Raise customer invoices, follow up on outstanding payments, and manage customer accounts.
- Assist with month-end balancing, financial close processes, and accurate record keeping for both payables and receivables.
- Post monthly journals, reconcile internal account card transactions, and support daily cash handling and change orders.
- Provide cover for other Finance team areas, including bank reconciliations, month-end journals, and audit documentation.
- Monitor and respond to Finance email enquiries promptly.
- Maintain accurate financial records and filing in compliance with policies and procedures.
- Assist with the setup and updating of supplier and customer accounts as required.
- Support the Finance team in preparing reports, reconciliations, and analysis to inform management decision-making.

### **What you'll bring**

We're looking for a motivated, detail-oriented professional who enjoys working in a supportive, collaborative, and student-focused environment.

#### **Essential skills and experience:**

- Two years' experience in a finance or accounts role.
- Strong administrative, organisational, and analytical skills with high attention to detail.
- High-level written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and Adobe PDF.
- Ability to interpret policies and procedures and provide clear guidance.
- Experience managing multiple tasks/projects concurrently.
- Proactive approach to identifying opportunities and problem-solving.

Desirable:

- Experience with MYOB, Acumatica, or Workforce Management systems.
- Understanding of university or student organisation financial processes.

### **Why you'll love it here**

At Curtin Student Guild, you'll join a collaborative, purpose-driven team where you can:

- Play a key role in supporting the financial operations that keep the Guild running smoothly.
- Work in a dynamic, student-led environment with opportunities to develop your finance and professional skills.
- Benefit from flexible work arrangements, ongoing professional development, and a vibrant campus community.

This is a full-time role.

Curtin Student Guild is an equal opportunity employer, and individuals of Aboriginal or Torres Strait Islander descent and living with disability are encouraged to apply.

To apply for this position, please forward your resume and a cover letter addressing the job requirements and telling us why you're the right fit to [hr@guild.curtin.edu.au](mailto:hr@guild.curtin.edu.au).

Note: Appointment is subject to required background and compliance checks, including a National Police Check and Working with Children Check.

If you have any questions or enquiries about the role, contact us through the above email address.

Applications close: **Thursday 16 April 2026 at Midnight AWST** – Note, only shortlisted candidates will be contacted.