



Accounts Assistant

Kickstart your finance career with the Australian Olympic Committee as our new Accounts Assistant!

Are you ready to join a dynamic team supporting Australia's Olympic movement? The AOC is seeking an Accounts Assistant to help deliver efficient accounts administration and support our Head of Finance, Corporate Accountant, and wider organisation.

About the AOC

The Australian Olympic Committee (AOC) provides athletes the opportunity to excel at the Olympic Games, promotes the values of Olympism, and encourages participation in sport for all Australians. As proud custodians of the Olympic Movement, the AOC is committed to youth development, athlete support, and the health benefits of sport.

What the role involves:

- Own the end-to-end accounts payable process, including corporate card reconciliations and employee expense reimbursements
- Respond to vendor finance enquiries and process sales invoices
- Reconcile bank accounts and maintain the fixed asset register
- Assist with month-end reporting, annual audit processes, and ad-hoc finance administration
- Maintain accurate accounting records and support compliance, health & safety, and social responsibility initiatives

Skills & Experience:

- Previous experience with accounts payable (ideal for early-career candidates)
- Strong Microsoft Excel skills
- Outstanding organisation and attention to detail

Applications:

Ready to make your mark in the world of sport and finance? Join the AOC and be part of a passionate team that supports Australia's Olympic athletes and values your growth. If you're organised, eager to learn, and want to build your career in a supportive, purpose-driven environment—apply now and help shape the future of Australian sport.

Submit your resume and a cover letter outlining your suitability for the role via the link: [AOC Application form](#).

The People and Culture team will review every application, and all candidates will be notified of their outcome within a few weeks.

Applications will close on 29 October 2025



The AOC is an equal opportunity employer and welcomes and encourages applications from Aboriginal and Torres Strait Islander people, women, LGBTI+ community, mature workers, people with disabilities and people from diverse cultural and other backgrounds.