



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 Corporate Accountant, Head of Finance 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.

About the job

The AOC is seeking an Accounts Assistant to join our Corporate Services team in our Sydney office on a permanent, full-time basis. This is a great opportunity for a recent graduate or someone starting out in their finance career. You will work closely with the Corporate Accountant and Head of Finance, gaining hands-on experience across accounts payable, reconciliations and month-end reporting while supporting an organisation dedicated to Australian 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 is desirable but not essential
- Tertiary qualifications in Accounting, Finance, or a related discipline
- Strong Microsoft Excel skills
- Strong written and verbal communication skills
- Outstanding organisational skills and high attention to detail
- A proactive, eager-to-learn attitude, this role is ideal for a graduate or someone early in their career looking to build a foundation in finance

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.



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

All candidates will be advised of the outcome of their application following the close of the process.

Applications will close on Sunday 16th August 2026

The AOC is an equal opportunity employer and encourages applications from people of all backgrounds, experiences and identities.