



POSITION DESCRIPTION

Title	Accounts Assistant
Department	Corporate Services
Reporting to	Corporate Accountant
Location	Sydney NSW
Last Updated	July 2026
Employment	Permanent, Full Time

PURPOSE

The purpose of this position is the efficient delivery of AOC Accounts Administration and to provide support to the Corporate Accountant, Head of Finance and wider organisation.

KEY DELIVERABLES

- / Ownership of the end-to-end accounts payable process including corporate card reconciliations and employee expense reimbursement. This includes the ownership of the systems supporting the accounts payable process, including Serko, Weel, Eftsure and PayWay
- / Generally responding to all vendor enquiries regarding finance
- / Processing sales invoices
- / Reconciliation of bank accounts
- / Maintenance of fixed asset register
- / Assist with month-end reporting, including reconciliations, with respect to contra and uber usage
- / Maintain proper filing of accounting records
- / Assist with annual audit process and testing
- / Other ad-hoc support in administrations of the Finance Department.

ADDITIONAL RESPONSIBILITIES

- / Demonstrate the AOC values and ensure that they are embedded in all that we do.
- / Be aware of the compliance infrastructure and work in a manner in which minimises exposure to reputational, regulatory, financial, operational and/or commercial risk.
- / Maintain an understanding of the AOC's commitment and expectations of our Child Safe policy and guidelines and take action to ensure we do our utmost to protect children and young people from harm.
- / Be mindful of health & safety obligations & responsibilities to ensure the AOC complies with regulations and provides a safe workplace for all employees and volunteers.
- / Understand and execute on AOC's Social Responsibility actions including the Reconciliation Action Plan and Sustainability objectives.



EXPERIENCE PROFILE

- / 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 organisation skills and high attention to detail

ADDITIONAL INFORMATION

- / This role is a full time, permanent position based in Sydney.