

# **MELBOURNE AQUARIUM**

## **AMAZING WORLDS TO DISCOVER**

### **ACCOUNTS ASSISTANT**

- **Award-winning Victorian tourism attraction**
- **Amazing opportunity to showcase and develop your excellent accounts support skills**
- **Casual role: 1 - 2 days per week**

Melbourne Aquarium is a leading Victorian tourism attraction that delivers an entertaining and educational experience for its visitors. It features four exciting worlds to discover – Weird and Wonderful, River to Reef, Sharks Alive and Antarctica, which includes King and Gentoo penguins.

Working within the Finance team, this role assists with processing accounts payable invoices, bank statements and daily takings. Other key duties include accounts receivable monitoring and liaison as well as general accounts data entry and filing.

It is essential that you have:

- Previous experience in accounts payable and accounts receivable
- Exposure to high volume accounts processing

It is also desirable (but not essential) that you have:

- Experience using the Scala Accounting System

You will be known for your:

- Excellent attention to detail and organisational skills
- Proven ability to meet deadlines
- Positive communication skills and the ability to build relationships
- Effective negotiation skills

This role is a casual position, ideally 1 -2 days per week.

If this role sounds like you, please email your CV and cover letter to William Au, Financial Accountant at [william.au@oceanisgroup.net](mailto:william.au@oceanisgroup.net) before 20 January 2012.