

# Finance Officer

We are seeking a motivated, enthusiastic and passionate finance all-rounder to support our business growth and expanding impact.

- **Part-time (0.8), 4 days per week**
- **Location: Collingwood, VIC (at least 2 days per week)**

## About TRP

The Resilience Project (TRP) purpose is to “inspire happiness and change lives”. We teach positive mental health strategies to help people become happier and more resilient.

Through education and workplace programs, podcasts, events, the TRP app and wellbeing journals we share the benefits of gratitude, empathy and mindfulness and simple ways to practice these to support positive mental health.

We have delivered programs to over 1,500 schools around the country and worked with many elite sporting teams, including the Australian cricket, netball and soccer teams, NRL and AFL clubs.

## Life at TRP

At TRP, we are driven to have an impact through everything we do. We are guided by our values - **humble, inclusive, passionate, professional and curious**.

We have a **great team**. We genuinely care about each other, love a bit of friendly banter and are always willing to help.

We have **flexibility**. We look after each other and the people that are important to us. That's why we provide great flexibility to balance work and life.

We have **autonomy**. Our strong working relationships are centred around trust. We are outcomes driven, believe in our abilities and trust each other to deliver.

## About the role

As a Finance Officer, you're not just crunching numbers; you're the backbone of our financial operations. You will be responsible for the day-to-day accounts function and be provided with great variety, covering a broad range of tasks. As a growing business, you will have opportunities to improve processes and be a part of an innovative and highly motivated team.

While data entry is key, responding to customer queries and assisting others across the team is vital to our customer focus and the smooth running of the business.

Through this role, you will have a unique opportunity to be part of a business which positively impacts the mental health and wellbeing of hundreds of thousands of people across the country.

## What will you be doing?

- **Invoicing** - invoicing for schools, early years services and workplaces, which includes a combination of bulk uploads, manual entry & integrated platforms. Platforms include; WooCommerce, VTiger and Xero.
- **Daily Sales** - record/enter online sales & reconcile credit card payments.
- **Accounts Receivable** - allocation of EFT & credit card payments received, vendor forms & platforms, follow up overdue payments (we use EzyCollect).
- **Bank Reconciliation** - ensure all transactions are reconciled daily
- **Accounts Payable** - entering bills, expenses and credit card receipts, with correct expense & tax coding. Monitoring & reviewing expense reimbursements and digital card payments via Weel & Xero integration. Managing & reviewing SAAS subscriptions & payments
- **Internal & External Queries** - respond in a timely manner to support customers and team (we use Gmail & Slack)
- **General Support** - assist the Head of Finance with reporting, budgeting, end of month tasks, payroll and compliance

## About You

We are looking for someone who shares the TRP values and is passionate about our purpose to “inspire happiness and change lives”.

You'll need to thrive in a fast-paced, dynamic environment, be driven to achieve outcomes, proactively lend a helping hand and bring a positive, can-do attitude to your work.

Our ideal candidate will also have:

- At least 3+ years of experience working across all aspects of small business finance and accounts
- Payroll - experience preferred but not essential
- Well-developed strategic thinking, problem solving and decision-making skills
- Great tech skills and experience using a variety of online software
- Attention to detail and process orientation
- The ability to adapt to change & constantly improve processes
- Excellent verbal, written, and interpersonal communication skills and demonstrated ability to effectively collaborate and communicate with a range of people
- Proven ability to use initiative and work autonomously as well as work productively as part of a team
- Strong understanding of compliance and legal requirements
- CPA qualification or equivalent is preferred, but not essential.

## Interested?

If this opportunity sounds like the right fit for you, please click on the following link to submit your application **before Monday 19th February at 5pm:**

[Click here to apply](#)

If you have any specific questions about this opportunity, please contact Emma from SimplyHR at [emma@simplyhr.net.au](mailto:emma@simplyhr.net.au).