



**Assistant Accountant 0.4EFT (16 hours per week)**

Global Mission Partners is the national and international mission agency of Churches of Christ in Australia, with a program that includes church support, community development projects implemented through Churches of Christ Overseas Aid and Indigenous ministry initiatives. (For more information please visit our website [www.gmp.org.au](http://www.gmp.org.au)).

This permanent part-time position of 16 hours per week, supports the Finance and Administration Manager and is based in the Adelaide office of GMP. The position provides accounting support to GMP staff, maintenance of internal recording keeping and assistance with payroll and related activities.

Applications will address the following selection criteria: accounting skills and experience, efficient and accurate data entry skills, strong attention to detail, excellent organisational skills, experience in using QuickBooks or similar accounting package, personal reliability, and contributing to and working as part of a committed team. The successful applicant will report to the Finance and Administration Manager.

Remuneration is based on the Clerks – Private Sector Award 2010, subject to relevant experience and qualifications. The exact days will be negotiated with the successful applicant, but are flexible.

To apply please send an application, and a brief resume including the names and contact details of two referees. Applications must be submitted by close of business on Monday 27<sup>th</sup> February and may be sent to Lisa Macdonald, Finance and Administration Manager, PO Box 341, TORRENSVILLE PLAZA SA 5031 or [lisam@gmp.org.au](mailto:lisam@gmp.org.au). Enquiries on (08) 8352 3466.