

KEY SELECTION CRITERIA	
Qualifications or equivalent industry knowledge and experience	<p>Accountancy Degree with 2 years relevant experience OR a Diploma with at least 4 years relevant experience.</p> <p>Relevant book keeping experience.</p> <p>Knowledge of Co-Operatives National Law Application Act 2013 in conjunction with (Victoria) Local Regulations 2014, Australian Accountancy Standards and audit processes.</p> <p>Experience in working with accounting software (MYOB, Xero or similar) desired.</p> <p>Strong Microsoft Office skills.</p> <p>Sound understanding of compliance requirements of the GST legislation (Australian Taxation Office), Australian Charities and Not For Profit Commission (ACNC), Consumer Affairs Victoria (CAV) and the Privacy Act.</p> <p>Good knowledge of information technology systems and data management systems and practices.</p> <p>General understanding of the community housing sector.</p>
Experience	<p>Strong communicator with ability to articulate complex issues in layman terms.</p> <p>Experience in accounting and financial management.</p> <p>Able to identify financial performance problems and develop strategies to resolve issues.</p>
Skills	<p>Highly developed written and oral communication skills, including the preparation of reports, briefing papers and correspondence.</p> <p>Sound teamwork and interpersonal skills.</p> <p>High degree of accuracy.</p> <p>Sound problem solving skills.</p>