



## **Finance Officer Accounts Receivable, Payroll & HR Assistance Part Time (4 Days)**

At Bicycle Network we're determined to change the world. We are a not-for-profit fighting to solve the problem of physical inactivity: two-thirds of Australians don't get enough exercise and it's now our country's second highest cause of preventable illness. We reckon bikes are the hero that can help us on our mission so we push the limits every day to make bike riding easier for everyone.

As a team we're guided by our strong values which are in our DNA: we're committed, honest, inclusive and progressive. Together with our volunteers and more than 50,000 members, we're building a better world for bike riders. As Australia's national bike riding advocacy organisation and the largest of its kind in the Southern Hemisphere, we're leading the way with our behaviour change programs and our expanding suite of awesome events that show just how good riding a bike can be.

Our job is not an easy one: it takes a willingness to embrace uncertainty and tackle new challenges with enthusiasm. You'll need to be a true team player who genuinely wants to make a difference, wannabes need not apply!

### **The Finance Officer - Accounts Receivable, Payroll / HR opportunity!**

The Finance Team are responsible for overseeing and reporting on all of Bicycle Network's financial movements across campaigns for our events, behaviour change programs and our members, and we're looking for an enthusiastic go-getter to support the team in executing all that we do.

We're now looking for a commercially minded Finance Officer to:

- be an integral part of the Finance Team
- manage the financial operations of the organisation focusing on accounts receivable and payroll
- deliver HR support for onboarding and ad-hoc assistance
- provide insightful management reports
- be reliable and dependable
- comply with statutory requirements
- ability to meet strict deadlines
- manage the control framework

Reporting to the Finance Manager, you will be accountable for managing and reporting on all accounts receivable, various finance duties, general HR assistance (onboarding) and payroll aspects of Bicycle Network.

The ideal candidate is:

- at least 3-5 years experienced in a similar role
- great at communicating financial concepts to non-financial people
- efficient and organised
- skilled at troubleshooting and preparing cash flow statements
- prepared to jump in and help with our advocacy and participate in events
- experienced using Xero & Payroll Metrics (desirable)
- looking to make a difference with a great organisation

If you think this is you please send a cover letter and resume to [payroll@bicyclenetwork.com.au](mailto:payroll@bicyclenetwork.com.au) by Sunday 4<sup>th</sup> March 2018