

# ADMINISTRATION ASSISTANT

PART TIME

Sovereign Hill is a dynamic group of museums presenting the mining, social, cultural and environmental heritage of the Ballarat region and its impact on Australia's history.

The Finance & Corporate Services Division consists of approximately 14 staff covering Administration, Accounts, Payroll, Information Technology and People and Performance.

The Administration Assistant assists in providing accurate and timely accounts and administrative functions within the Administration Department in order to assist the team in providing effective and efficient financial reporting to the organisation.

TO BE SUCCESSFUL IN THIS ROLE YOU WILL HAVE:

- Previous experience in a similar accounts receivable role
  - Cash handling and cash reconciliation experience
- Intermediate computer skills, including a working knowledge of MS Office
  - High level attention to detail
  - Ability to work independently and in a team
- Strong sense of responsibility, be well organised and able to prioritise tasks
  - Flexibility to work weekends and public holidays as required

A Certificate II or III in Business, Office Administration or Accounting or attainment towards one of these qualifications will be highly regarded.

For full details on the position including the required Key Selection Criteria and details on how to apply please visit our website at [www.sovereignhill.com.au/careers](http://www.sovereignhill.com.au/careers)

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**APPLICATIONS CLOSE 5PM FRIDAY 14TH DECEMBER 2018**

*Applicants must be eligible to work in Australia and appointment is subject to satisfactory Police Record and Working with Children Checks.*