

# **Beechworth Health Service**

## **Approval to Recruit**

### **Finance Officer**

### **Permanent Part-time**

Position exists for a finance officer to process general ledger input, complete Balance Sheet reconciliations, prepare financial reports for review and submission and other finance /administration duties. Desirable skills include sound knowledge of Microsoft XL, Oracle and Power Budget

Minimum EFT - 0.8

Hours per fortnight - 64

Employment conditions and remuneration are as prescribed in the relevant Award (dependent upon qualification) and current Enterprise Bargaining Agreement.

People who have been recipients of Victorian Public Sector redundancy packages within the past three years are ineligible for appointment.

Beechworth Health Service reserves the right not to appoint.

A Position Description may be obtained at [www.beechworthhealthservice.com.au](http://www.beechworthhealthservice.com.au)

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Closing	29/02/2012		