

Casual Finance / Admin Assistant

The City of Fremantle – Fremantle Arts Centre is recruiting casual Finance/Admin Assistants to work across the Finance/Events areas.

These roles are casual and include Finance/Administration support over the summer period, times and dates to be agreed with the Finance Officer.

This is a rolling recruitment period and applicants are encouraged to apply at any time.

Role Duties

- Count cash from events and prepare deposits for banking.
- Reconcile banking to Sales Reports.
- Enter data accurately into Excel spreadsheets. Resolve discrepancies as required.
- Finance Administration and other general administration tasks, as directed by the Finance Officer.

Eligibility

Applicants must:

- Possess the right to live and work in Australia.
- Demonstrate experience in event finance and administration.
- Demonstrate sound computer literacy and competence MS Office.

How to Apply

Interested parties should submit a one page covering letter and a CV (max. 2 pages), to demonstrate their suitability for the role.

Applications should be submitted in Microsoft Word or PDF format and emailed to christinel@fremantle.wa.gov.au.

As the position involves handling cash, you will need to provide a Police Clearance.