

# Say hello to a rewarding career at Vivid



**Position:** Finance Assistant

**Location:** Echuca

**Position:** Full time

**Applications close:** Friday 3 February, 2023

If you have a high level of analytical skills and attention to detail, and want to work in a great supportive team with access to salary packaging benefits, this position could be for you

The Finance Assistant is responsible for:

- Assisting with the billing and claiming of NDIS funding
- Monitoring the recording of financial transactions
- Completing financial assessments, analysis, costings and reporting
- Reconciliation of Balance Sheets
- Maintaining the Assets Register
- Providing support to Accounts Receivable, Accounts Payable and Payroll teams when required

Current driver's licence and Working with Children's Check is mandatory. Candidates will be required to meet our safety screening checks and COVID 19 vaccination requirements.

**For more info and to apply go to:**

[www.wearevivid.org.au/get-involved/careers/](http://www.wearevivid.org.au/get-involved/careers/)

Vivid is committed to promoting the safety, participation, wellbeing and empowerment of children.