



## It's **your** bank, it's **your** career

Member  
Service

Continuous  
Improvement

Teamwork

Performance

Integrity

### Finance Officer

- **Small team environment**
- **Full-time, permanent**
- **Financial Services, Banking**

### Your Organisation

Established in 1959, G&C Mutual Bank has since grown to be one of Australia's strongest member-owned financial institutions. We are a member focused, values-driven organisation where member interests are not in conflict with shareholder interests. We make responsible, ethical decisions that benefit our members and the community, and reinvest our profits to provide better products and services. Experience the G&C Mutual Bank difference - It's your bank, because you own it.

### Your Opportunity

Due to an internal promotion, we are currently seeking a Finance Officer to join a small and close-knit team of Finance professionals.

Key aspects of the role include:

- Daily processing and reconciliation of Bank and Settlement accounts.
- General ledger reconciliations and system balances on a daily, weekly and monthly basis.
- Initiate settlements via the Payment systems including, Austraclear, RTGS/Swift, EFT and BPay
- Completion of accurate month end processing
- Processing of all accounts payable and corporate expenses in accordance with policy and procedure.
- Accurate and timely maintenance of Accounts Receivable
- Assistance with other Accounting and Treasury settlements and reporting processes as required.
- Building strong relationships and work in collaboration with team members other stakeholders internal and external.
- Be up to date with all KYC, Fraud and AML rules and complete the in-house training on a timely basis.

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## Your Profile

Key selection criteria include:

- Previous experience in Accounts Payable processing
- A solid grasp of accounting principles
- Intermediate knowledge of Excel and accounting software
- Strong numeracy skills supported by an exceptional eye for detail
- A customer centric mindset which you apply to internal and external customers
- Capacity to operate in a deadline-driven environment
- Ultradata and Technology One – Financials exposure will be well regarded but not essential

## Your Benefits

We value our employees by providing :

- Discretionary bonus based on organisational performance
- Discounts on financial and lifestyle products (some with qualifying period)
- Option to cash out annual leave
- A paid volunteering day each year
- Incentives for independent study
- Opportunities for ongoing learning and career development
- Access to Employee Assistance Program
- Corporate wardrobe

*We've built a team that values service, teamwork and integrity, to go above and beyond for our members. We have a focus on performance and continuous improvement and work collaboratively to get it right. As a member of the Diversity Council of Australia, we recognise the benefits that diversity brings to our organisation. We strive toward a collaborative culture which capitalises on the diverse skills, backgrounds and experiences of our employees.*

*To express your interest in this position, please send your application to [careers@gcmutual.bank](mailto:careers@gcmutual.bank).*

*Find out more about us at [www.gcmutual.bank](http://www.gcmutual.bank), and view our [Privacy Policy on the Work with Us page](#).*

*Only shortlisted candidates who meet the above criteria will be contacted. You must be an Australian citizen or permanent resident to be considered for this position.*

**We're ready to help you**

1300 364 400 | [www.gcmutual.bank](http://www.gcmutual.bank)

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