



Finance and Administration Officer

- Join a values-driven team in a for-purpose organisation
- Part time, ongoing opportunity (15-20 hours/week)
- Flexibility with days and hours
- Work in a stunning location
- World class facility based in Geelong

Anam Cara is a values-based organisation. We care deeply about our community and our people. We pride ourselves on offering a flexible and inclusive workplace in a supportive team environment.

In one of the most tranquil and idyllic environments, Anam Cara offers a comprehensive range of palliative care services tailored to individual and family needs. From our overnight palliative care and bespoke day program to emotional and spiritual support services, we prioritise our guests, their families and carers above all else. What truly sets us apart is our exemplary medical and nursing model – it is unique, sophisticated, and different to most other palliative care services across the country.

About The Role

We are seeking a Finance and Administration Officer to join our team on a part-time basis (with flexible work options!). This is a great opportunity for someone who enjoys working with numbers, systems and people. Reporting to the Director of Finance and Operations, you will play a vital role in keeping our finance and payroll functions running smoothly. The Finance and Administration Officer is responsible for;

- Processing day-to-day finance transactions and reconciliations
- Managing accounts payable, accounts receivable and asset register
- Maintaining the donor and pledge register
- Preparing GST, BAS, ISA and PAYG reporting
- Supporting month-end processes and reporting
- End-to-end payroll processing, including salary packaging

About You

We're looking for someone with finance and admin experience who thrives in a collaborative environment;

- Qualifications and hands-on experience in finance, admin, and payroll.
- Knowledge of accounting/payroll systems (MYOB and Microkeeper experience is a plus).
- Strong organisational skills with the ability to manage multiple tasks simultaneously.
- A proactive, solutions-focused approach and strong attention to detail
- Strong written, verbal and analytical skills.
- Excellent written and verbal communication skills.
- Flexibility and adaptability to respond to changing priorities and demand.

Working With Us

At Anam Cara, we offer;

- Flexible work options to promote work-home balance.
- A welcoming team that values your contribution.
- Opportunities for professional growth and development.
- Salary packaging.
- Free onsite parking.



For further information about this opportunity, please visit our website to read the Position Description - <https://www.achg.org.au/careers/>

To apply for this position, please send your resume and a cover letter to peopleandculture@achg.org.au. In your cover letter, outline why you are interested in this role and what you can bring to the Anam Cara team. Please indicate your preferred days and hours of work and your salary expectations.

Applications received outside of the requested process will not be considered.

Applications close at 5pm on **Friday 22nd August 2025**.

For confidential enquiries about this position, please contact Emma Lothian, People & Culture Business Partner, on **(03) 4250 8445**.

We are an inclusive employer and encourage applications from everyone, even if you don't feel you meet 100% of the position requirements. We value our staff for their unique qualities, ideas and insights. People bring a range of skills and perspectives to the workplace. This may be due to gender, race, ethnicity, disability, age, sexual orientation, gender identity, intersex status or other differences.

A diverse workforce with a range of different backgrounds and perspectives provides us with a broader range of ideas and insights to draw on in decision-making and policy development. A workplace that reflects the community that we support and serve will lead to improved service delivery and a more inclusive community for all.