



## **Finance and Administration Officer**

### **MGM Wireless**

- Part time position of 3 days per week initially (between school hours if required)
- Located 5 minutes from the Adelaide CBD
- Work for a growing, successful company that values and rewards employees

#### **About the Company**

MGM Wireless is recognised in Australia and internationally for innovating, developing and successfully commercializing world class technology products for school communities. The company's patented SMS and Mobile App communication solutions allow schools to effectively communicate using SMS text messaging, smartphone applications, cloud and other technologies to improve student attendance, welfare, safety and parent engagement.

#### **Role Overview**

The Finance and Administration Officer position is a key central point of contact for all accounting and administration requirements within MGM Wireless. This position will be suited to the experienced accounting professional of minimum 3 years, who is able to adapt to a varied task list, has excellent understanding of accounting practices, is prepared to complete basic administration tasks and possess great attention to detail. A university degree or diploma is highly advantageous but not essential.

#### **Key Responsibilities**

- Prepare monthly company reconciliations
- Handle the AP and AR processes
- Bank and creditor reconciliations
- Journal entries
- General ledger reconciliations
- Monthly TAX reporting
- Assist with budgeting and forecasting, including weekly cash flow preparation
- Liaising with External Accountants and Auditors
- Liaising and preparation of MGM Board Reporting quarterly
- General administration tasks such as filing, travel bookings etc
- Other duties as required



### **Skills, Knowledge and Experience**

The successful applicant will have;

- Intermediate to advanced level of excel skills
- Intermediate to advanced level of accounting software skills (XERO preferred)
- Excellent written and verbal communication skills
- Ability to work to deadlines
- High level of time management and organisational skills
- Strong attention to detail
- Have the ability to adapt and learn quickly
- A flexible, can do attitude
- Ability to work with minimal supervision

MGM Wireless are passionate about the personal and professional career enhancement of their staff. As such the successful candidate will be a driven individual who is motivated by achieving personal KPI's and sees benefit in continuous improvement.

If you have the skills and attitude required for this role and are looking for an exciting opportunity to advance your career, then we welcome your application.

**To submit your application, please send resume and covering letter to Tara Lewis-Christie via email on [tchristie@mgmwireless.com](mailto:tchristie@mgmwireless.com).**

Please note – all applicant resumes must be submitted in Word format with a covering email as to why you would like to apply for this position. Failure to submit a covering letter will result in your resume being overlooked as we see this as an important part of our candidate selection.

***Applications Close at 5pm, 28 April 2016.***