Position: Finance Assistant
Employment type: Full Time

Melbourne Institute of Technology (MIT) is a leading Private Higher Education Institute with campuses in Melbourne and Sydney. MIT provides Business, Accounting, IT and Networking programs, and Telecommunications Engineering at Diploma, Bachelor and Master Level to Australian and International students. Courses are also taught on behalf of Federation University Australia (FedUni) at MIT.

With a commitment to providing high quality educational programs with a professional career outcome and a strong and diverse group of learners and teachers, MIT offers an excellent opportunity for an applicant to utilise their experience and expertise in finance in an exciting learning and working environment.

The finance assistant is responsible for day to day finance operations, over the counter customer inquiries, finance entries, petty cash, depositing of money in the bank, stationary stocktake & maintenance and related accounts and finance duties.

You will need: A Bachelor Degree in Commerce/Accounting/Finance. Excellent communication skills are crucial along with the ability to work independently and as part of a team. Some finance experience in a tertiary environment in the accounts receivables area will be highly regarded.

Applicants must access the “Position description” at: http://www.mit.edu.au/about-mit/jobs-mit and address the selection criteria. Written applications to: The Manager Finance, The Angus, Level 2, 284-294 La Trobe Street, Melbourne Vic 3000 or via email at: finance@mit.edu.au

Closing date: Friday 26 February 2016.