

# Finance coordinator – part-time 0.5FTE

**Right Lane is a flourishing, top quality, management consulting firm.**

We employ our distinctive ideas and processes, and our absolute commitment to delivery, to help clients we care about pursue their inspiring missions.

We work alongside clients who do great work within the sectors they operate, and we are excited to be involved in creating outcomes that truly make a difference.

We are an ethical consulting firm with a strong belief in the work we do, and with a passion to give back to the broader community with the skills and expertise available within our walls.

Right Lane was established to help private, not for profit and public sector clients to clarify and accelerate their future plans. We have helped the executive teams and boards of more than 200 organisations to define and adapt their direction and strategy, identify and clarify their priorities, align their efforts with their aspirations, get their major projects started and finished, and measure and improve their performance.

**Our areas of focus**

- Developing and managing strategy and planning processes for clients
- Leading strategic growth projects, such as pre-merger analysis, pricing, new product feasibility, marketing expenditure effectiveness and growth options evaluation
- Implementing strategy through aligning and engaging the organisation, and measuring and monitoring performance
- Assisting clients with governance projects – from board culture and capabilities to board appraisals and reviews

**About the role:**

The role is a Finance coordinator reporting to the Head of Finance, Governance and Enablement at Right Lane. The primary focus of your role will be to coordinate the finance activities of the firm. You will work closely with the other members of administration team to ensure the efficient running of our administration function.

You will be responsible for:	To be successful at Right Lane you will have:	You will be rewarded with:
<ul style="list-style-type: none"> <li>• processing of accounts receivable, accounts payable and payroll activities</li> <li>• client invoicing, including project budget control</li> <li>• bank and credit card reconciliation</li> <li>• IAS/BAS, SCG and payroll tax lodgements and payments</li> <li>• administration support, including meeting, travel and accommodation bookings (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• previous office administration experience</li> <li>• experience with bookkeeping and payroll functions and experience, with Xero as an advantage</li> <li>• excellent attention to detail</li> <li>• enthusiasm, initiative and commitment</li> <li>• excellent organisation and prioritisation skills</li> <li>• experience in using MS Office (Excel, Word, Outlook, PowerPoint)</li> <li>• experience using spreadsheets, i.e. understanding basic formulas in Excel</li> <li>• the ability to work autonomously in a dynamic and challenging environment</li> </ul>	<ul style="list-style-type: none"> <li>• a competitive salary, commensurate with your experience</li> <li>• opportunities for advancement within our growing firm</li> <li>• a great office environment and a close, collaborative team</li> </ul>

**To find out more about our firm visit: [www.rightlane.com.au](http://www.rightlane.com.au)**

**To apply you must be a current Australian Permanent Resident or applicant with no working restrictions.**

Email your covering letter addressing your suitability for the role outlined in this position description together with your CV to Stella Mendygral: [stella.mendygral@rightlane.com.au](mailto:stella.mendygral@rightlane.com.au)

**For more information, please contact Stella Mendygral on 03 9428 5336**

**Applications close: Friday 8 February 2019.**