

sculpture by the sea

Finance & Accounts Volunteer

This position will assist the Finance team during the exhibition period.

Tasks

In consultation with the financial officer duties and responsibilities will predominately be; assisting with general cash counting and cash reconciliations in addition to general administration.

The ideal candidate will be organised, well presented, have an outgoing personality and the ability to think on their feet. They must be able to follow instructions and work unsupervised when required. Past experience in accounts or banking experience would be advantages.

Essential Skills & Qualities

- The ability to count and understand banking deposits system
- a keen interest in the arts
- NSW Driver's Licence

Desirable Skills & Qualities

- Study in the area of finance/banking

Commitment

The exhibition runs from 29 October - 15 November. The successful applicant must be able to commit to working weekends (Saturdays & Sundays) between these dates, from 11am – 5pm. Additional availability on weekdays is also desirable; however these hours are more flexible and can be adjusted to suit the availability of a particular candidate.

The successful applicant must also be available for a volunteer induction session on Saturday 24 October, 2009.

Contact

If you are interested in this position please download a Volunteer Application Form from our website at www.sculpturebythesea.com or contact Alexandra, Exhibition Assistant at our office on 02 8399 0233.

SCULPTURE BY THE SEA EXHIBITION DATES: 29 OCTOBER - 15 NOVEMBER 2009