

**Job Title:** Accountant

**Location:** 3 Frederick Road Royal Park SA 5014.

**Employment Type:** Full-time

### **About Us:**

The Motor Trade Association SA/NT (MTA) is a trusted leader in automotive training and apprenticeships, supporting over 1300 apprentices yearly and dedicated to the growth of the industry in SA and NT. Guided by core values of **Teamwork, Achievement, Accountability, Respect, Excellence,** and **Safety**, we proudly champion the automotive industry in SA and NT.

### **About The Position**

We are seeking a detail-oriented and driven **Accountant** to join our high-performing team at the MTA Training and Employment Centre in Royal Park. This full-time role will primarily support the Financial Controller to ensure accurate and timely financial reporting, staff engagement and compliance with audit and statutory requirements.

### **What you Will Do:**

- **Maintain financial records:** Manage and support the Accounts Receivable, Accounts Payable and Payroll functions, ensuring accurate and validated financial records.
- **Preparation of financial reports:** Monthly operational reports, internal analysis reports for business units, investment property reports, and compliance reporting.
- **Process fortnightly staff payroll:** Prepare and run the fortnightly payroll process for all staff employed by the MTA direct.
- **Statutory Reporting:** To manage all statutory reporting including the Annual General Purpose Finance Report and to manage the audit process.
- **General Financial Support:** Assist with general finance tasks, including reconciliations, statutory reports, and compliance activities during peak times.
- **Staff Leadership & Development:** Provide leadership, guidance, and mentoring to finance staff as required, ensuring compliance with workplace health and safety, EEO, and privacy policies.

### **What We Are Looking For:**

- **Qualifications:** A degree in Accounting.
- **Experience:** Prior experience in financial reporting is preferred.
- **Analytical Skills:** Strong ability to analyse financial data and provide actionable insights.
- **Attention to Detail:** High level of accuracy in financial reporting and analysis.

- **IT Proficiency:** Advanced Excel skills are essential, and familiarity with finance systems and software is preferred.
- **Interpersonal Skills:** Strong communication, negotiation, team work and problem-solving abilities.
- **Leadership:** Demonstrated ability to lead, develop, and support staff, particularly in a financial environment.

#### **Why Join Us:**

- **Supportive Environment:** Benefit from a culture that encourages growth and provides support to help you succeed.
- **Corporate Uniform Provided:**
- **Competitive Compensation:** Receive a competitive salary with superannuation contributions.
- **Employee Assistance Program (EAP):** Access confidential support and counselling services when needed.
- **Continuous Learning:** Engage in ongoing training to enhance your skills and stay up-to-date.
- **Social Activities:** Enjoy social events that foster team spirit and connection.
- **Recognition for Your Work:** Be rewarded and recognised for your contributions.
- **Free Annual Flu Vaccinations:** Complimentary yearly flu vaccinations.

#### **How to Apply:**

Please press 'apply now' to attach your resume and cover letter addressing the above criteria. All successful applicants will be required to undertake a pre-employment medical and must be able to obtain a National Police Clearance and Working with Children Check prior to commencement. You can access the job description here:

<https://mtasant.com.au/work-at-mta?ja-job=797309>. If you would like to discuss the role further, please contact Louise Connelly at [lconnelly@mtasant.com.au](mailto:lconnelly@mtasant.com.au).

Only shortlisted candidates will be contacted.

**No recruitment agencies, please.**

*The MTA encourages diversity and invites applicants from all backgrounds to apply.*