



mpowerdome Bookkeeper

SELECTION CRITERIA: Please address each of the selection criteria as succinctly as possible.

1. Proven experience in the use of financial accounting packages, primarily that of MYOB.
2. Demonstrated accuracy in recording of financial data and efficiency in maintaining financial accounts that meets business requirements.
3. Demonstrated highly developed interpersonal and communication skills, particularly in the provision of financial advice and support to managers and staff.
4. Sound conceptual and analytical thinking capability and ability to devise practical recommendations to resolve financial issues.
5. Ability to increase the contribution of the financial department to the company bottom line through increased efficiencies and productivity.

Senior Management May 2010