



Denmark Arts Council
Selection Criteria – Finance Officer

- High level organisational skills
- Sound understanding of financial systems
- Ability to work as part of a team as well as independently
- Good attention to detail
- Ability to take initiative and responsibility
- High level interpersonal and communication skills
- Sound knowledge of MYOB Account Right and payroll
- Sound knowledge of excel, word, emails and electronic banking
- Experience with preparation and lodgement of BAS
- Experience with liaising with auditors
- Aptitude for involvement in the organisation beyond the specific duties