

Reports to: Finance Manager

Department: Accounts

Location: Brisbane Head Office

Part-time

Immediate start

Finance & Administration Officer

About goa

We are Queensland's leading independent out of home media company, delivering high-impact billboard campaigns across Brisbane, South East Queensland and nationally through our Alliance network.

Family-owned and proudly local, we combine deep market knowledge with commercial thinking and bold creative delivery. We partner with brands and agencies to turn big ideas into high-performing campaigns and we move fast.

At goa, we value integrity, creativity and ambition. We back our people, expect initiative, and reward performance.

If you want real exposure to major campaigns, meaningful client partnerships and the pace of high-performing media sales, goa is where you can build your career in media.

The role

We are seeking an enthusiastic and self-motivated Part-Time Finance & Administration Officer to join our Finance Team, office-based role. This is an exciting opportunity for someone who thrives in a fast-paced, collaborative environment, takes pride in accuracy and organisation, and enjoys delivering high-quality outcomes.

Reporting to the Finance Manager, you'll work closely with teams across the business and play a key role in ensuring smooth, timely, and accurate invoice processing. You will also provide professional support to both internal stakeholders and external creditors, helping to keep our financial operations running efficiently.

Key Responsibilities

The role offers flexibility, 25hrs per week, with both days of work and hours each day negotiable, making it ideal for candidates looking for a part-time opportunity.

- Accounts Payable & Receivable processing
- Review and process employee expense claims
- Reconcile supplier statements
- Client & vendor file maintenance
- Provide payment and status updates to vendors
- Filing
- Support internal staff and handle ad hoc tasks as needed

Competencies & Qualifications

- Minimum two years' relevant experience in Accounts Payable & Receivable function
- Proficiency in accounting systems (preferably MYOB Acumatica, or Advanced)
- Strong time management skills with the ability to meet competing deadlines
- High attention to detail and accuracy
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office, particularly Excel
- A flexible, approachable, and proactive attitude
- Integrity and commitment to confidentiality
- A drive for excellence and a desire to further develop your skills

Why join us?

- Be part of a supportive, collaborative team in a family-values-based workplace
- Work in a culture that fosters learning, inclusivity, and positivity
- Enjoy a well-deserved Christmas break with our annual company shutdown
- Access annual flu vaccinations, gym membership and other benefits
- Participate in our Office Social Club with regular events and team activities

If you're ready for your next challenge and a career in media accounting email your CV and Cover Letter to The Hiring Manager at careers@goa.com.au