



Work with us!

Assistant Financial Accountant

About the position

This role works closely with the finance team to deliver a range of financial administration, processing, accounting and reporting support to internal and external stakeholders. You'll be part of a collaborative team environment, gaining exposure to a broad set of finance activities within well-established systems and processes.

Reporting to the Senior Financial Accountant, you will contribute to maintaining accurate financial records and supporting NAATI's financial compliance and reporting requirements.

- 12-month full time position (37.5 hrs per week) with high likelihood of permanency
- Role based in Canberra
- Salary based on the NAATI Enterprise Agreement 2024-2028 (Band 3)

About you

- Demonstrated experience providing financial support and using financial systems and databases.
- Experience in teamwork, day-to day financial functions, and standard business financial processes.
- Tertiary qualifications in accounting (or similar) or progressing toward a qualification.
- Sound financial skills and familiarly with Microsoft 365 and standard office productivity tools.

About us

NAATI is the national standards and certifying authority for translators and interpreters in Australia. It is the only organisation to issue certification to practitioners who wish to work in this profession in Australia. Our vision is for a *connected community without language barriers*.

How to apply

Review the job description and criteria and if you think you would be suitable in this role, we want to hear from you!

Please send an Expression of Interest (EOI) that includes a short cover letter and your current CV to us at jobs@naati.com.au or visit our [Seek ad](#) and apply there.

**Applications close at 5pm
Thursday 25 June 2026**

We will review applications as they come in and may commence initial discussions prior to the closing date.

