



Bookkeeper and Administration All-Rounder

Location: Wollongong NSW (Kembla Grange)

Employer: Mining and Energy Union (Trade Union)

Employment Type: Full-time

Salary: Competitive with generous benefits

Background:

The Mining and Energy Union (MEU) is the principal union in the coal industry, including mines, power stations and ports. We also cover workers in metalliferous mining including iron ore train drivers, oil, gas, electricity and the coke industry.

We represent our members in industrial relations and workplace health and safety matters. The MEU works to improve wages, conditions, and job security through collective bargaining, advocacy on workplace safety issues, and strong support for mining communities and their families.

The MEU campaigns for political change on issues that affect our members' interests, including workplace laws and industry policy.

About the Role:

We are seeking a highly organised and impeccable attention to detail Bookkeeper / Administration All-Rounder to join our small team to support our financial operations and day to day administrative functions.

The successful candidate will play a key role in maintaining accurate financial records, supporting bookkeeping functions, and assisting with general office administration as required.

Key Responsibilities include:

- Process accounts payable and receivables
- Prepare Balance sheets and profit & loss Statements
- Prepare records/reports for governing bodies
- Bank reconciliation and credit card reconciliations
- Maintaining and Reconciling Finances for our Membership Database
- Process payroll, superannuation and related obligations
- Manage emails, phone calls, and correspondence

- Maintaining electronic filing systems and internal documentation
 - Assist with data entry and document preparation
 - Preparing BAS and IAS Statements
 - Supporting various other departments as required
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Desired Skills:

- Proven experience in bookkeeping and administrative roles
 - Strong knowledge of accounting software (Reckon and Xero)
 - Proficient in Microsoft Office Suite (Excel, Word, Outlook)
 - Attention to detail
 - Ability to multitask and manage competing priorities and meet deadlines
 - A proactive, can-do attitude and willingness to help across the organisation
 - Experience in payroll
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What the MEU Offers:

- Attractive Salary, Superannuation and other benefits.
 - Meaningful work supporting our members
 - Supportive small team environment
 - A stable role with varied responsibilities
 - Opportunity for growth
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How to Apply:

Please submit your CV and Cover letter outlining your experience to Courtney Smith National Operations Director at csmith@meu.org.au by Friday 13th of November 2026.
