Positions: Racing Clerk -Finance
Horse Racing Division

Scope of Duties/Responsibilities

The **Racing Clerk-Finance** will be responsible to the Head of Horse Racing and Accountant of the Horse Racing Division (HRD) of the Gambling Regulatory Authority (GRA) for the following duties:

I.   To perform amongst others, the undermentioned duties for an effective and efficient racing administration:
   - Maintain the records "Keep Accounts" for participants;
   - Managing accounts, collect payments and balance on a daily basis;
   - Prepare financial reports for management and the Horse Racing Committee;
   - Perform related official duties as requested by the Head of Horse Racing Division or the Operations Manager;

II.   To implement and work within the HRD Rules of Racing and any directions given by the Head of Racing Division;

III.   To report all non-compliance issues to the Integrity Compliance Officer;

IV.   To contribute to the safety culture of the HRD by reporting all incidents and hazards and ensuring work is undertaken in the safest way possible, following Health Safety Act legislation, policies, procedures and guidelines.

V.   To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Racing Clerk – Finance in the roles ascribed to him.

Selection/qualification criteria

The successful applicants will have:
- Strong written and verbal communication;
- Strong interpersonal skills and the ability to build effective relationships across all levels;
- To demonstrate ethical behavior and integrity as required by the HRD;
- The ability to operate with absolute discretion and confidentiality;
- Organisational and methodical skills with great attention to detail, accuracy and ability to anticipate needs;
- Minimum experience of one year in a similar role within the thoroughbred industry;
- To be computer literate

Note: Selected candidate will be required to work outside normal hours including public holidays, Saturdays and Sundays.