

QUEENSLAND THEATRE

Position Description

Finance Officer

Full-time contract until 31 December 2020

Queensland Theatre is one of Australia's leading theatre companies. We are passionate and committed to leading our industry and bringing the very best theatre experiences to our audiences and the wider community.

Goals

The key focus of this role is to assist the Chief Financial Officer (CFO) with the smooth operation of Queensland Theatre's financial activities, with responsibility for maintaining financial, accounting, administrative and personnel services and procedures in accordance with legislative and other external requirements.

Objectives

1. Operation of the accounts payable and accounts receivable functions
2. Reconciliation of cash and bank accounts
3. Assist in preparation of Company payroll
4. Assist the CFO and Finance & Operations team with day to day tasks and reconciliations as required

Duties

Objective 1 Operation of the accounts payable and accounts receivable functions

- Check the coding of purchase orders and match to relevant payables invoices
- Ensure accuracy of the GST treatment for all payments
- Obtaining authorisation of invoices for payment from relevant managers
- Timely payment of payables invoices
- Generate debtors invoices as required
- Follow up of outstanding debtor accounts
- Reconciliations of accounts payable and accounts receivable accounts

Objective 2 Reconciliation of cash and bank accounts

- Reconciliations of all Company bank accounts
- Reconciliation of venue and bar sales transactions
- Monthly credit card statement reconciliation, debit cards and petty cash
- Banking of cash and cheques

Objective 3 Assist in preparation of Company payroll

- Assist and support Assistant Accountant with preparation of weekly Company payroll

Objective 4 Assist the CFO and Finance & Operations team with day to day tasks and reconciliations as required

- Prepare and enter general ledger journal entries and assist with other accounting functions such as BAS statements, monthly and end of financial year processes as required
- Monthly and ad hoc reconciliations of receipts from ticketing database Tessitura
- Facilitate the smooth operations and functions of the Finance & Operations team by assisting the CFO and other team members to support the operations of the Company

Selection Criteria

- Experience in operating a full accounts payable and receivable function
- Experience in processing a high volume of transactions across multiple departments
- Experience in preparation of cash reconciliations with an emphasis on bank, credit card statements and merchant facilities
- Experience in payroll processing and procedures
- Strong understanding of general ledger accounting systems and account reconciliations
- Ability to multitask and prioritise while maintaining an excellent attention to detail
- Ability to analyse information and resolve problems
- Ability to work cooperatively within a wider team environment

Desirable

- Tertiary qualification in Accounting
- Knowledge of the Microsoft Dynamics Navision Finance system and Attache Payroll

Reporting relationship

This position reports to the Chief Financial Officer within the Finance and Operations team.

Length of appointment

This position is for a fixed term until 31 December 2020 to cover maternity leave. There is a possibility the initial term may be extended. Any extension will be reviewed and advised prior to the end of the term.

Hours of work

The position is full time being 38 hours per week. Office hours are 9.00am to 5.30pm.

Remuneration

Salary range is \$55,000 to \$60,000 plus compulsory superannuation as per the Superannuation Guarantee legislation.

Leave

Twenty working days annual leave and ten days sick leave for each year of completed full time service (or pro-rata based on length of service) with annual leave loading of 17.5%.