

## Assistant Accountant Position Description

<b>Position Title</b>	<b>Assistant Accountant</b>
<b>Reports to</b>	Business Manager
<b>Key Internal Liaisons</b>	Executive Director/Producer, Artistic Director, Production Manager, Deputy Production Manager, Marketing & Communications Manager, Events Coordinator, Artistic Program Manager, Education Program Manager, Philanthropy Manager, Administration Coordinator, Stage Managers.
<b>Key External Liaisons</b>	Suppliers, customers, employees, statutory agencies and funding bodies.
<b>Location</b>	The Company's offices are located on First Floor, Fowlers Building (Lion Arts Centre), corner North Terrace and Morphett Street, Adelaide.
<b>Term</b>	The position is for an initial fixed term contract of two years.

### POSITION SUMMARY

Processing of all finance related transactions including data entry, payments, receipts and reporting, assisting in the effective financial management of the Company and assisting the Company to meet its statutory, reporting and other compliance obligations.

### POSITION OBJECTIVES

In order to meet the objectives of State Theatre Company South Australia's strategic plan, the Assistant Accountant will:

1. Administer all aspects of the payroll, accounts payable, accounts receivables and banking functions of the Company, ensuring all transactions are processed accurately and in a timely manner.
2. Assist the Business Manager to ensure the effective financial management of the Company through business planning, management and financial reporting, and other statutory requirements.

### KEY RESPONSIBILITIES

- Process weekly and fortnightly employee payrolls.
- Undertake all other payroll related activities, including monthly reconciliations, statutory payments, questionnaires, surveys and ad-hoc requests for information.
- Process and pay supplier invoices, reconcile monthly supplier statements and liaise with suppliers.
- Prepare customer invoices, oversee the collection of overdue receivables and liaise with customers.
- Processing of Company donations and donor receipts.

- Reconcile bank accounts on a regular basis.
- Process monies received and arrange banking.
- Oversee and reconcile petty cash on a regular basis.
- Oversee and reconcile Company credit cards on a monthly basis.
- Process accounting entries as requested.
- Assist in the preparation of Company management reports and year-end financial statements.
- Assist in the preparation of Company budgets, forecasts and business plans.
- Assist in the preparation of the Company's statutory and other reports.
- Maintain the Company's Fixed Asset Register.
- Maintain the Company's business records in accordance with statutory and other archival requirements.
- Other duties as may be required from time to time.

#### **ESSENTIAL SKILLS & EXPERIENCE**

- Experience in accounting and/or book-keeping.
- Completion of, or studying towards, a tertiary qualification with a major in Accounting or Business.
- High level of computer literacy and excellent data entry skills.

#### **PERSONAL ATTRIBUTES**

- Excellent attention to detail.
- Collaborative working style with an ability to work within a team in a hands-on capacity to achieve individual, team and organisational goals.
- Be a self-starter with good initiative and ability to work effectively independently.
- Strong communication and interpersonal skills, with ability to forge strong and positive relationships with internal and external stakeholders of the Company.
- Proven ability to manage time effectively, to set and meet tight deadlines, work effectively under pressure, and prioritise a heavy workload.
- Strong planning, problem solving, organisational and administrative skills.
- Discretion and judgment in dealing with sensitive information on individuals and organisations.

## WHS OBLIGATIONS AND POLICIES AND PROCEDURES

State Theatre Company South Australia is committed to ensuring a safe, healthy and constructive work environment, one where all members are assured that their activities and actions undertaken as an employee, will be undertaken in a collectively safe manner. We must at all times observe and comply with codes of conduct, policies and procedures set down by the Company from time to time. We each have a duty of care under relevant WHS legislation to adhere to reasonable safe work instructions and to utilise equipment provided in accordance with safe work methods. All incidents, unsafe working conditions and hazards are to be promptly reported. Members of the Company are expected to undertake corrective actions resulting from WHS findings collaboratively.

## SPECIAL REQUIREMENTS

Due to the nature of the position and the nature of working for a theatre company, a degree of flexibility and occasional after-hours work may be required. This job description describes the broad scope of the role and is not exhaustive. It may also change from time to time with due consultation to meet the changing needs of the Company.

### Approvals

Title	Name	Signed	Date
Business Manager	Natalie Loveridge		
Executive Director/Producer	Jodi Glass		

### Revision Record

Date	Version	Description	Author	Checked By	Approved
29/01/2018	1.1	Approved	Natalie Loveridge	Fiona Lukac	Jodi Glass
Dec 2017	1.0	Draft	Natalie Loveridge		