

## Position Description – Senior Accountant, Accounting Operations



### About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, Arts Centre Melbourne (ACM) presents world-class performing arts in a year round exciting program. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Community, Care More and Creativity.

### About the Business Unit

The Finance business unit is one of Arts Centre Melbourne's core business units. As part of the Operations Pillar, the team collaborates across the organisation to support all aspects of Arts Centre Melbourne by developing a creative, capable, responsible and sustainable organisation.

The business unit is comprised of three key areas of activity:

- Operations including subsidiary and general ledger management and payroll;
- Performance including planning, reporting, analysis and business partnering;
- Strategic financial planning including finance transformation.

### About the Position

<b>Primary Purpose</b>	The primary purpose of this role is contribute to the operational effectiveness and efficiency of key finance functionality by overseeing the transactional and operational processes of AP, AR and event settlements functions. Leading a small team, this role will be the finance team subject matter expert for one of the organisations key systems and contribute to the maintenance of a strong financial management control environment ensuring a high level of transactional integrity.
<b>Reports to</b>	Manager, Financial Accounting
<b>Direct Reports</b>	4 Accounts Assistants, (which includes: 2x Settlements, 2x AP and AR)
<b>Key Relationships</b>	<p><b>Internal</b></p> <p>Finance team, Chief Financial Officer, Chief Operating Officer, Senior management, IT team</p> <p><b>External</b></p> <p>Merchant Bankers, Debtors including hirers and/or Creditors</p>
<b>Position Type</b>	Full Time
<b>Salary Classification</b>	Band 4.2
<b>Financial Delegation</b>	As per the current Financial Delegations Policy

Key Criteria	
Qualifications	Professional accounting qualification, ACA, CPA etc.
Experience	<ul style="list-style-type: none"> <li>• Considerable post qualification experience</li> <li>• Advanced experience in financial accounting and complex reconciliation work</li> <li>• Advanced experience with general ledger data feeding from multiple data sources</li> <li>• Advanced excel skills including pivot tables, charts and graphs</li> <li>• Moderate experience with system development, monitoring and maintenance</li> <li>• Moderate experience with large scale reconciliation project work or forensic accounting</li> <li>• Ability to build strong business partnerships/relationships with a wide variety of people and organisational levels</li> <li>• Strong communication and high customer service focus with a pro-active approach to problem-solving</li> <li>• Demonstrates initiative and ability to work both autonomously and as part of a small team</li> <li>• Experience managing and developing small teams</li> </ul>
Other (i.e. legal or physical)	This position involves primarily sitting at a workstation, operating a computer with the occasional need to lift and carry small office items.

Accountabilities
<ul style="list-style-type: none"> <li>• Assist in the ongoing financial operation and oversee subsidiary ledger processes through operational management of: <ul style="list-style-type: none"> <li>• event settlements and box office processing functions</li> <li>• accounts payable, accounts receivable processing functions</li> </ul> </li> <li>• Management of a small team including development &amp; succession planning;</li> <li>• Review and delivery of team accountabilities, ensuring accuracy, quality and timeliness;</li> <li>• Oversee the management of the events settlements processes; ensuring customers receive accurate settlements in a timely manner;</li> <li>• Oversee the management of accounts receivable including, but not limited to: credit control; debtor balances to ensure accuracy &amp; integrity of data; aged debt reporting; and debt collection referral;</li> <li>• Oversee the delivery of accounts payable processing to ensure accuracy &amp; integrity of data and suppliers are paid accurately and on time;</li> <li>• Oversee the management of Box Office accounting to ensure compliance with Live Performance Australia (LPA) Ticketing Code of Conduct;</li> <li>• Oversee the requirements for EFTPOS equipment and merchant facilities for the organisation;</li> <li>• Assist Manager, Financial Accounting in managing cash handling function of the organisation;</li> <li>• Responsible for managing, under guidance of Manager, Financial Accounting, the Organisation's online expense and travel management system, as well as related training and reporting;</li> <li>• Prepare and provide periodical reports to the organisation related to: <ul style="list-style-type: none"> <li>• Debtors</li> <li>• Creditors</li> <li>• Purchase Orders</li> </ul> </li> </ul>

- Settlements

- Ensure reconciliations and close of subsidiary ledgers are done in-time as per agreed month-end time-table;
- Management of records management process related to finance department ensuring compliance with guidelines;
- For internal and external reporting and analysis, provide data and reports related to operations and settlements to Senior Accountant, Financial Compliance & Reporting;
- Team subject matter expert for primary ticketing system, including monitoring and maintenance of control environment, training and system development;
- Assist in the development and implementation of financial strategies, policies, procedures and systems to maximise the efficiency and effectiveness of finance operations specifically transaction processing and data delivery;
- Actively seek to improve efficiency through the identification and development of process change and transformation;
- Contribute to the maintenance of a strong financial management control environment through understanding, development, implementation and monitoring of organisational policies and procedures;
- Provide finance representation in ad-hoc projects and groups to ensure organisational success through strong financial governance, compliance and vitality;
- Ensure appropriate financial records are maintained;
- Promote a safe, healthy and secure work environment through compliance with all policies, procedures and guidelines introduced by ACM in the interest of health and safety;
- Any other similar or related duties as required.

### **Decision Making**

- The position will be required to make decisions on day to day financial matters when supporting various staff regarding financial processes
- The position prepares various external financial information that is delivered on a regular basis therefore the position will be responsible for ensuring accuracy and completeness of this information.
- The incumbent will be required to balance the often competing issues and conflicting demands of internal and external stakeholders.
- A moderate level of operating autonomy is required and the ability to make decisions appropriately.