



Position Description – Accounts Assistant, AR & AP

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:

- Accounting Operations - transactional aspects, subsidiary ledger management, & payroll;
- Compliance & Reporting - general ledger management, treasury, compliance & reporting;
- Performance – finance partnering, financial analysis & driving performance.

About the Position

Primary Purpose	<p>The primary purpose of this role is to contribute to operational effectiveness and efficiency by undertaking the following tasks:</p> <ul style="list-style-type: none"> ○ processing invoices and payment receipts, ○ process accounts payable transactions and provide accounts payable services to a range of internal and external stakeholders, ○ bank reconciliations as well as assisting with cash management operations.
Reports to	Senior Accountant, Accounting Operations
Direct Reports	NA
Key Relationships	<p>Internal All Arts Centre Melbourne departments</p> <p>External Debtors and/or Creditors</p>
Position Type	Full Time Fixed Term
Salary Classification	Band 2.3
Financial Delegation	As per the current Financial Delegation policy

Key Criteria	
Qualifications	Pursuit of an accounting qualification that meets Australian national framework guidelines, Diploma of Accounting or higher would be advantageous
Experience	<ul style="list-style-type: none"> • Demonstrated experience in debtor management or accounts payable management and bank reconciliations within a medium to large organisation • A practical understanding of accounting principles and the application of goods & services tax • Experience in the use of a medium level finance package which interfaces with a number of key systems • Experience in the use of an events management system such as Events Based Management System (EBMS) would be advantageous
Other (i.e. legal or physical)	General office work with a strong emphasis on computer usage.

Accountabilities
<ul style="list-style-type: none"> • Completion of weekly accounts receivable and treasury processes within agreed timeframes for review by Senior Accountant, Accounting Operations; • Processing of revenue invoicing, including deposit invoices for hirers and functions; • Processing of daily cash receipt transactions for revenue and cost recognition, including but not limited to: <ul style="list-style-type: none"> ○ Ancillary revenue including car park, retail & merchandise (including administration of the Paypal account), food & beverage and program sales revenue; ○ Memberships and donations income; ○ Credit card payments ○ Government grant income; ○ Bank interest received; • Subsidiary ledger reconciliations, including aging analysis and management of debtor ledgers; • Ensuring that debts are followed up on a regular basis, including but not limited to: <ul style="list-style-type: none"> ○ Contacting debtors by phone ○ Issuance of statements and letters ○ Liaison with internal departments regarding outstanding balances ○ Referral to debt collection agency if required • Preparation of daily Cash Management reporting to assist in cash flow management and forecasting; • Preparation of daily cash and cheque collections for ACM cash collection agents, ensuring that accompanying paperwork is completed accurately and in accordance with cash handling guidelines; • Assist and coordinate delivery of cash requirements of the organisation, including, but not limited to: <ul style="list-style-type: none"> ○ Administering float and change requests ○ Administering petty cash for employee expenses below \$50 ○ Administer per diems issued to travelling artists ○ Performing regular counts of petty cash and floats throughout the organisation

- Contribute to the maintenance of a strong financial management control environment through understanding, development, implementation and monitoring of organisational policies and procedures;
- Processing of accounts payable invoices, credit notes, staff expense claims, staff travel advances for weekly payment via EFT, cheque, global payments or international bank draft requisitions as required, ensuring transactions are processed accurately, on a timely basis and are verified and assessed for validity;
- Processing of direct debit transactions, including corporate credit cards;
- Processing of internal orders;
- Collation of Hospitality Expenditure forms for the purpose of preparing the FBT return;
- Collation of Travel Proposal forms for audit purposes;
- Supplier statement reconciliations, ensuring variances are investigated and resolved on a timely basis;
- Communicating with both external creditors and internal business units to coordinate distribution of invoices;
- Maintaining the supplier listing, including entering new supplier details, removing inactive supplier details and updating standing data as required, ensuring accuracy of inputs and appropriate authorisation for new suppliers;
- Subsidiary ledger reconciliations, including aging analysis and management of relevant creditor ledgers;
- Identify opportunities for early payment discounts;
- Ensure appropriate financial records are maintained;
- Any other similar or related duties as required.

Decision Making

- The incumbent will be required to make decisions on the day-to-day processing of data under the guidance and support of Senior Accountant, Treasury.
- The incumbent will be required to make decisions on day-to-day processing in order to resolve basic queries from the business.
- The incumbent will be required to balance the often competing issues and conflicting demands of internal and external stakeholders.
- A low level of operating autonomy is required and the ability to make decisions appropriately.