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| Position Title | Royalties Assistant | Position No | S50048017 |
| Team | ABC Commercial | Band | 3-4 |
| Department | Finance – Royalties | Classification | Administrative/Professional |
| Location | Ultimo | Schedule | A |
| Reporting to | Finance Manager | Roster Group | Non Rostered |
|  |  | Endorsement | (to be completed by HR) |
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| Purpose |
| Assist the Royalties team by completing administrative duties such as the processing of royalty payments, invoicing royalty revenue, royalty reporting, filing and correspondence of royalty statements. |
| Key Accountabilities |
| * Administrate the processing of royalty payments, including data entry into the customised Microsoft Access database, and prepare reconciliations regarding the integration of payment runs into the SAP Finance system.
* Ensure all royalty advance payments are made within the terms specified in the contracts and are appropriately accounted for in the ABC’s financial accounts.
* Raise invoices for royalty and investment revenue and assist with the preparation of internal reporting on this revenue.
* Assist with the set up of royalty statements, as directed by the Finance Manager, and under the guidance of the Royalties Coordinator.
* Filing and organising the correspondence of royalty statements.
* Assist the Royalties team with ad hoc task as required.
* Actively promote the ABC values and apply all relevant workplace policies and guidelines.
* All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.
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| Key Capabilities/Qualifications/Experience |
| 1. Diploma level qualification in accounting coupled with relevant work experience in accounts payable or accounting, preferably in relation to royalties.
2. Ability to interpret financial commitments in contracts in relation to royalties payable.
3. Effective time-management skills and problem-solving skills.
4. Ability to work effectively in a team environment and to communicate clearly and effectively with internal and external stakeholders.
5. Advanced skills in MS Excel essential, and good skills in MS Word.
6. Preferred experience with SAP Finance.
7. An understanding of and commitment to the ABC's [aims, values and workplace policies.](http://about.abc.net.au/)
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