



Thank you for your interest in the position of **Accountant** with the Sydney Theatre Company

The Accountant is an integral part of the Finance and Administration team. The role has two key focus areas of support, financial and management accounting activities. In addition to the regular day-to-day tasks, the role will provide accurate, useful and timely information for management purposes and external parties. It will also provide advice, support and leadership to each business area to facilitate effective business outcomes.

Aside from the information outlined in the job description other relevant details of the position are:

### 1. Hours of Work

This is two year fixed term contract position. The usual hours of work are 9am-5pm Monday to Friday. However, the job requires a willingness to work flexible hours during peak sales periods, including evenings and weekends.

The position is based at The Wharf, Sydney Theatre Company, Pier 4/5 Hickson Road, Walsh Bay.

### 2. Salary and Entitlements

- Salary is dependent on skills and experience
- 4 weeks annual leave
- 10.5% Superannuation
- Complimentary tickets to STC productions (subject to availability)

### 3. Application

In order to make your application for this position, please forward your resume and a cover letter briefly demonstrating how your experience is applicable to this position as outlined in the criteria below. **Please note, applications which do not address the selection criteria will not be accepted.**

- Minimum 3 years demonstrated experience in a similar position
- Accounting Degree (or equivalent) or studying towards the completion of a relevant degree or equivalent.
- Highly numerate with excellent attention to details
- Collaborative and a team player who is also capable of working autonomously
- Sound analytical ability
- Ability to meet weekly deadlines
- Excellent oral and written communication skills
- Excellent computer literacy (Word, Excel, PowerPoint, ERP, Data Warehouse)
- A self-starter with ability to work independently and as part of a team.
- Interest in the arts

For a copy of the complete Job Pack including the full Position Description, please visit our website: <https://www.sydneytheatre.com.au/about/careers>



Please submit your application including your resume and cover letter to [recruitment@sydneytheatre.com.au](mailto:recruitment@sydneytheatre.com.au)

Closing date for applications is **9am Monday 18<sup>th</sup> January 2021**

*The Sydney Theatre Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQI+) people.*

For a full copy of the Sydney Theatre Company's Cultural Representation Pledge, please visit our website: <https://www.sydneytheatre.com.au/about/stc-commitments/cultural-representation-pledge>

## Job Description

**Position title:** Accountant

**Reports to:** Finance Manager

**Direct reports:** Nil

### Job overview

The Accountant is an integral part of the Finance and Administration team. The role has two key focus areas of support, financial and management accounting activities. In addition to the regular day-to-day tasks, the role will provide accurate, useful and timely information for management purposes and external parties. It will also provide advice, support and leadership to each business area to facilitate effective business outcomes.

### Key Responsibilities

#### Management Accounting Responsibilities:

- Drive month-end activities attached to company deadlines
- Preparation of Monthly Reports for management (P&L, Balance Sheet, Cash Flow)
- Preparation of Monthly Reports for departments heads
- Meeting with stakeholder to discuss budgets, forecast and actuals
- Provide variance analysis and commentary
- Monitor and update Forecasts in a regular basis
- Manage External Reporting as required (AUSCO, ABS, ATO, others)
- Provide support in the Annual Budgeting process
- Compile and distribute weekly Production Reports
- Prepare royalties reconciliations for creatives on completion of shows
- Reconciliations and Settlements of Touring shows with Co-presenters and Venues

## **Financial Accounting Responsibilities:**

- Check and authorise weekly EFT report
- Prepare BAS and related adjustments and journals
- Prepare Annual FBT return
- Maintenance of the Fixed Asset Register
- Run the monthly depreciation
- Raise / approve Purchase Orders
- Review and finalise Bank Reconciliations
- Monitor bank accounts, manage Term deposits and funds transfer between accounts
- Deal with insurance claims and enquires
- Support on the Annual Audit process

## **Activities shared with Assistant Accountant:**

- Balance Sheet reconciliations
- Prepare Salary analysis report based on actual and forecast positions
- Calculate contra sponsorship used and prepare journal
- Processing other recurring journals including PayPal, credit card fees, deferred revenue, wages deduction, interest received

## **Workplace Health & Safety**

For the purposes of the Workplace Health and Safety Act and Regulations he/she must ensure that she/he:

- takes reasonable care of the health and safety of themselves and others.
- works in a safe manner and follows procedures introduced for his protection.
- participates in any training or education necessary to enable him to work safely including familiarisation with the STC's OH&S Policy.
- reports any unsafe work practices or conditions to his supervisors
- cooperates with Sydney Theatre Company in their efforts to comply with workplace health and safety requirements.

## Environmental Sustainability

To support the Company's vision of becoming the world's most sustainable theatre company, he/she must ensure that they:

- takes reasonable steps towards minimising the environmental impact of their role and that of the Company;
- works in an environmentally responsible manner and follows procedures introduced to this end;
- participates in any training or education necessary to enable them to work sustainably including familiarisation with the Company's various green policies;
- brings to the attention of the internal Green Team any situations or practices that could be improved in relation to environmental performance; and
- co-operates with Sydney Theatre Company in their efforts to lead in the area of environmental sustainability.

## Other information

Key relationships	Capabilities and competencies
<ul style="list-style-type: none"> <li>• Assistant Accountant</li> <li>• Finance Manager</li> <li>• Director of Finance and Administration</li> <li>• HR team</li> <li>• Heads of department and timesheet managers</li> <li>• Line Managers</li> <li>• External stakeholders</li> <li>• Providers</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 3 years demonstrated experience in a similar position</li> <li>• Accounting Degree (or equivalent) or studying towards the completion of a relevant degree or equivalent.</li> <li>• Highly numerate with excellent attention to details</li> <li>• Collaborative and a team player who is also capable of working autonomously</li> <li>• Sound analytical ability</li> <li>• Ability to meet weekly deadlines</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent computer literacy (Word, Excel, PowerPoint, ERP, Data Warehouse)</li> <li>• A self-starter with ability to work independently and as part of a team.</li> <li>• Interest in the arts</li> </ul>

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.