



Thank you for your interest in the position of **Assistant Accountant**

The Assistant Accountant is an integral part of the Finance and Administration team. The role is responsible for the timely and accurate payments to all employees and stakeholders. The role has two key focus areas; accounts and payroll. In addition to the regular processing, 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 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 2 years demonstrated experience in a similar accounting or payroll role
- 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.
- Experience in award regulated environment is preferable.
- 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

Closing date for applications is **9am Monday 23rd November 2020**

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: Assistant Accountant

Reports to: Finance Manager

Direct reports: Nil

Job overview

The Assistant Accountant is an integral part of the Finance and Administration team. The role is responsible for the timely and accurate payments to all employees and stakeholders. The role has two key focus areas; accounts and payroll. In addition to the regular processing, 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

Accountant Responsibilities:

- Ensure the timely processing of invoices which includes proactive communication to internal and external stakeholders
- Prepare accounts receivable invoices as required and collection activities
- Manage the corporate Credit Card reconciliation process
- Process the weekly EFT run for vendors and related parties
- Assist the Accountant on preparation of BAS, FBT, GST lodging & returns
- Assist the Accountant in day to day accounting tasks, journals, reconciliations and reports
- Complete the timely processing of bank account reconciliations as necessary
- Responsible for the effective management of the petty cash process for STC.
- Keep accounts systems up to date including; ensuring new cost-codes are input and are up-to-date, new users are set up and each moth rolls over smoothly
- Ensure the accurate daily Tessitura posting and imports into the system
- Complete the creditor / Vendor reports as required

Month end responsibilities:

- Support the Accountant in the month-end deliverables, month end close and management reporting
- Prepare the month end journals, accruals and prepayments
- Complete the general ledger reconciliations and balance sheet reconciliations
- Purchase Order management / clearing and analytics (aging report)

Processing of the weekly payroll:

- Perform the weekly payroll processing for all STC employees.
- Setting up new employees and maintain new employee files.
- Managing and maintaining all allowances and deductions, reconciliations and terminations.
- Managing the Employee Self Service system including processing leave, timesheets, and password management
- Preparing the End of Year process, separation certificates, personal leave history reports and other documents as required
- Collation, coding and data entry of time sheets, contracts and employee changes.
- Complete the filing on a regular basis both paper and electronic
- Using sound knowledge of the STC's Certified Agreements to interpret the agreements and make payroll changes as necessary
- Responsible for the payment and monitoring of Superannuation

Payroll system interrogation which includes:

- Identifying system errors and new payroll system releases and report them to the payroll provider
- Maintain a positive working relationship with the payroll provider, escalating issues as necessary
- Regular analysis of weekly payroll trends to identify Award interpretation errors or rate, allowance or deduction errors.

Generate and distribute, providing an analysis of the results, standard weekly and monthly reports and payslips including:

- Weekly overtime reports and EFT payroll listing
- Weekly payroll variance reports with an explanation for any non-standard variations.
- Weekly downtime reports for each department identifying any trends in the data.
- Analysing and auditing monthly payroll reports for trends and report to the relevant HODs where appropriate.
- Monthly workers compensation lost time hours and costs reports with projected lost time reports based on current workers compensation claims.
- Run and analyse monthly personal leave and leave without pay taken by Department reports and report non-standard trends to the relevant HOD

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
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<ul style="list-style-type: none"> • Accountant • Finance Manager • Director of Finance and Administration • HR team • Heads of department and timesheet managers • Line Managers • External stakeholders • Providers 	<ul style="list-style-type: none"> • Minimum 2 years demonstrated experience in a similar accounting or payroll role • 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. • Experience in award regulated environment is preferable. • Interest in the arts
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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.