

Position Description Accounts Manager – Full-time, Permanent



1. BACKGROUND

The Abbotsford Convent is Australia's largest multi-arts precinct and a much loved cultural and community hub of Melbourne. The Convent site comprises 11 historic buildings, 2 galleries, 4 cafes, a radio station, a school, and 6.8 hectares of expansive gardens and open spaces. A thriving and dynamic community, the Convent is home to more than 150 tenants including artists, writers, designers, performers and wellbeing practitioners, and welcomes nearly one million visitors each year.

The Convent is managed by the Abbotsford Convent Foundation (ACF) – the not-for-profit organisation that owns and operates the site on behalf of the public, and manages the day-to-day operations, sustainability and future vision of this unique arts, culture and learning precinct. Receiving no recurrent funding from any level of government for the day-to-day running of the Convent precinct, the ACF relies on the support of the community to ensure the site remains open and accessible to everyone, 365 days of the year.

2. CONTEXT

The position is responsible for the processing, recording and reconciliation of all financial transactions undertaken by the Abbotsford Convent Foundation (ACF) including payroll, debtors and BAS functions.

In addition it will assist with various reporting requirements.

The role will work with internal management and external consultants to ensure that the financial records of the ACF are accurate and up to date in preparation for the annual audit process.

The role is assisted by an Accounts Clerk who works two days per week.

This is a full-time permanent position with a salary of circa \$65k - \$70k package per annum. A six month probation period applies.

Organisational Relationships Reporting:

The position reports to the Chief Operating Officer and is responsible for managing the Accounts Clerk.

Internal Relationships:

The role is required to liaise with all functions of the organisation.

External Relationships:

The role has interface with suppliers, tenants, banks, ATO and auditors.

3. KEY RESPONSIBILITIES

Accounts Payable

- Processing of Invoices Payable
- Corporate Credit Card Reconciliations and payment processing

Accounts Receivable

- Generate monthly rental, car park and miscellaneous invoices
- Manage Debtors ledgers
- Calculate and process tenant outgoing charges for utilities
- Work with Venue Hire department on management of Venue Hire Debtors

Reconciliations

- Reconcile payments and receipts to bank statements
- Reconcile General Ledger accounts
- Maintain Tenant Bonds account

Payroll

- Prepare fortnightly payroll for approximately 25 employees
- Process quarterly superannuation payments
- Update leave and entitlement balances

Budgets & Reporting

- Assist with monthly financial reporting
- Establishment and input of annual operational budgets
- Prepare and compile data required to complete monthly BAS returns
- Assist with General Journal entries and Accruals

Annual Audit Process

- Plan and co-ordinate reconciliations and documentation for annual audit process
- Liaise with auditors throughout the audit process

Office Support

- Processing and reconciliation of Petty Cash
- Manage banking and mail duties

4. KEY PERFORMANCE MEASURES

- Accuracy and timeliness of payroll processing
- Accuracy and timeliness of monthly processing and reporting
- Accuracy of annual audit process

5. KEY COMPETENCIES**Specialist Skills and Knowledge**

- Previous experience in a similar role
- Advanced MYOB skills
- Proficiency in Microsoft Excel

Management Skills

- Flexibility to take on miscellaneous and varied duties
- Ability to manage a dedicated resource
- Ability to work autonomously
- Good organisational skills and ability to work to deadlines

Interpersonal Skills

- High level of accuracy and attention to detail
- Ability to work in teams
- Strong Customer Service ethic

6. QUALIFICATIONS AND EXPERIENCE

- At least three years experience in a similar role
- Appropriate tertiary qualifications
- Advanced MYOB skills

7. KEY SELECTION CRITERIA

- Evidence of previous experience in a similar role
- Demonstrated expertise and knowledge of MYOB
- High level of accuracy and attention to detail
- Experience in an arts organisation preferable but not essential

8. CONDITIONS

- This a full-time, permanent role. A six month probation applies.
- This role has a salary of circa \$65k - \$70k package per annum.
- The Amusement, Events and Recreation Award (MA000080) is applicable.
- This role will be required to work occasional evenings and weekends linked with programming and events.

Note: As the Abbotsford Convent evolves to meet the changing needs of our community and projects, the competencies required of this role may vary from this role statement.

9. APPLICATION PROCESS

All applications should be submitted by email to info@abbotsfordconvent.com.au and comprise of:

- A current CV
- A covering letter (no more than one page) detailing why you are a good fit for this role and why you would like to work for the Abbotsford Convent Foundation
- Your responses to the Key Selection Criteria, citing relevant examples of your experience and achievements (no more than three pages).

Applications are due by 9am Monday 23 April 2018.

Only short-listed applicants will be contacted shortly after the closing date.

The Abbotsford Convent Foundation is an equal opportunity employer.