



Position Description

Accounts Assistant

Join Bangarra and play an important role in telling First Nations stories by providing key accounting support to our Corporate Services Team.

Working with Bangarra Offers

- Work at our newly renovated premises at Sydney's Walsh Bay, an expanding, vibrant, arts precinct.
- Flexible employment arrangements.
- Competitive employee benefits including cultural leave, performance tickets, professional training and development opportunities and more.

Company Profile

We are Bangarra Dance Theatre. We are a company of professional Aboriginal and Torres Strait Islander performers. We are storytellers. We are fire makers.

As one of Australia's leading Indigenous performing arts companies, we share our culture with Communities and audiences across Australia and the world.

We have been making our indelible marks on the Australian and international theatre landscape for over three decades. We are at home performing on Country, on Australia's most iconic stages and running education workshops and programs to nurture the next generation of storytellers. We are for the hundreds of First Nations Communities across Australia – and for anyone who wants to be part of our story.

You will be Sydney-based, working at our newly renovated premises at Walsh Bay (near the Rocks and Barangaroo), within an expanding, vibrant, arts precinct. Working for Bangarra offers competitive employee benefits including cultural leave, performance tickets, flexible employment arrangements, professional training and development opportunities and more.

Position Description

Reporting to the Chief Financial Officer, the Accounts Assistant will be part of a four-person corporate services team performing a varied role where you will be across the day-to-day transactional accounting functions. You will take ownership of end-to-end accounts payable and receivable in addition to bank reconciliations, corporate card reconciliations, data entry, and reconciliation of the CRM system to Xero.

Areas of Responsibility

Finance and Operations

- Work with our outsourced bookkeeping company to ensure Xero and ApprovalMax transactions and approvals are complete for accounts payable.
- Prepare invoices and monitor aged receivables.
- Prepare daily sales transactions to upload data from the CRM to Xero.
- Ensure that corporate card transactions are processed in a timely manner.



- Work with the Venue Manager to ensure efficient processing, invoicing and payments from venue hirers within Function Tracker and Xero.
- Perform month-end reconciliations for cash, debit/credit cards, accounts payable, accounts receivable, development income and the CRM system to Xero.
- Support and assist the Corporate Services team as required.

Selection Criteria

- Experience in accounts receivable/payable and reconciliation functions.
- Tech-savvy, able to adapt and learn new systems and software, incl XERO, CRM, Function Tracker, SharePoint and Excel.
- Strong analytical and numerical skills, possessing a high attention to detail.
- Excellent interpersonal, verbal, written and customer services skills as well as diplomacy and cultural awareness to work with multi-disciplinary teams.
- Ability to work collaboratively, and independently within a small business environment.

Desirable

- An interest in the performing arts.
- An understanding of Australia's First Nations cultures.
- Formal business studies qualifications at TAFE or Bachelor level.

The candidate must have rights to legally work full time in Australia without any encumbrment.

To inquire about the role, please contact:
Roslyn Munday, Chief Financial Officer
roslyn@bangarra.com.au

To apply for the role, please send:

- A cover letter that includes a statement against the selection criteria
- A full CV with the names of at least two referees (referees will only be contacted after consulting with the applicant)

To Atul Joshi, HR Manager jobs@bangarra.com.au by 9am Tuesday 2 April 2024.