



## **Position Description**

### **Accounts Assistant**

#### **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, 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 is part of a three-person finance team in 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**

- Work with the 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.
- Perform month-end reconciliations for cash, debit/credit cards, accounts payable, accounts receivable, development income and the CRM system to Xero.
- Maintain up to date fixed asset register and undertake an annual review of the register.
- Assist the finance team to prepare monthly management accounts on a project basis with actuals, forecast and dashboards.
- Assist the finance team to develop and maintain an annual budgeting model to increase efficiency in the planning and reporting process.
- Provide support to relevant teams for project budgets to ensure all costs are captured.
- Work with the Venue Manager to ensure efficient processing, invoicing and payments from venue hirers within Function Tracker and Xero.
- Monitor capital expenditure project spend to budget.
- Assist the finance team to prepare year end reports and supporting workpapers for annual audit.



- Working with the finance team, undertake process improvements projects to enhance the efficiency of Bangarra financial processes as well as document accounting policies and procedures.

### **Operations**

- Work with HR Manager to onboard and offboard members of staff into key finance systems.
- Assist with the development and maintenance of internal Policies and Procedures Manual.
- Assist Finance & Operations Manager with the management of IT system, with the aid of our outsourced IT support suppliers.
- Complete other tasks as required.

### **Selection Criteria**

- Experience in financial and accounting functions.
- Tech-savvy, able to adapt and learn new systems and software, including XERO, 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 understanding of Australia's First Nations cultures.
- Experience working in a not-for-profit and an understanding of the legal and regulatory environment.
- 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:

Louise Ingram, Chief Financial Officer

[louise@bangarra.com.au](mailto:louise@bangarra.com.au)

To apply for the role, please send:

- 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)
- A cover letter (optional)

To Atul Joshi, HR Manager [jobs@bangarra.com.au](mailto:jobs@bangarra.com.au) by 9am Monday 27 November 2023.