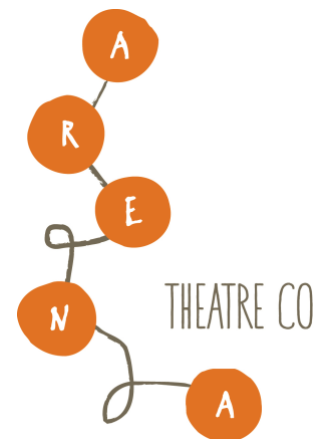


Arena Theatre Company
The Engine Room
PO Box 438
Bendigo VIC 3550

www.arenatheatre.com.au
info@arenatheatre.com.au
Tel. +613 5463 5160
ABN. 95004952505



Arena Theatre Company

Title: Accountant

Reports to: Executive Director

Delegated Authority: None

**Hours of work: Part Time – 1 day per week (7.5hrs),
with some additional hours at end of year**

Salary: \$35.91ph

Duties:

- Delivery of all core finance functions including the recording of transactions; financial and management reporting; and financial planning and analysis
- Post sales and purchase transactions previously coded by Arena staff, checking appropriateness of general ledger and project codes and compliance with financial delegations
- Ensure timely and accurate payments to suppliers and active collection of receivables (largely incoming grants)
- Provide reports and analysis on the Company's weekly and monthly cashflow forecasts, as required by the Executive Director and the Board
- Prepare (for approval) and process the Company payroll on a fortnightly basis (5 permanent staff and approximately 20 temporary contracted artists per annum)
- Maintain the general ledger and ensure that the chart of accounts is efficient and suited to the Company's business operations
- Prepare timely reconciliations of all control accounts in the general ledger, including bank accounts, petty cash/advances, and company credit cards
- Support the Executive Director in the discharge of the Company's taxation and superannuation obligations including preparing the Business Activity Statements, meeting other PAYG and GST reporting requirements
- Prepare month end and year end journals including but not limited to: asset capitalisation, depreciation, deferred income, accruals, prepayments, and leave provisions
- In conjunction with the Executive Director, prepare monthly management accounts (operating statement, balance sheet, cash flow forecast, and production project reports) for the Board including analysis of material variances from budget
- Prepare year end schedules for audit, draft the Company's financial statements, and liaise with the company's auditors during the conduct of their audit processes
- Support the Executive Director in the annual budget process, the preparation of production budgets, and other budgeting and forecasting exercises, as required
- Adhere to all financial policies and procedures currently authorised by the Board
- Make recommendations for improvements and efficiencies in the Company's financial systems, policies and processes
- Other financial and accounting duties as required from time to time by the Executive Director

Mandatory Requirements

- Current accounting qualification (or significant progress towards) and membership of a recognised accounting body
- Demonstrated experience of the accounting, financial reporting and taxation requirements of small organisations
- Experience of Xero or a similar cloud-based accounting package
- Capacity to work in an accurate, timely and methodical manner
- Ability to work independently as well as contribute effectively as a member of a small team
- Sound Excel and Word skills

Desirable Requirements

- Familiarity with the not-for-profit sector and the requirements of Deductible Gift Recipients
- Interest in the performing arts, or other creative sectors

CONTACT

Please email a copy of your CV and a covering letter which outlines your experience to date and addresses the key selection criteria to info@arenatheatre.com.au

Applications close 5pm on 9 November 2018.