

Thank you for your interest in Merrigong Theatre Company's current vacancy for

Finance Assistant

Please note all applications must include:

1. A current CV including:
 - a. Full name
 - b. Phone number/s
 - c. Email address
 - d. Mailing address
 - e. Contact details for at least two referees

2. Responses to the selection criteria. You should directly respond to each of the Essential and Desirable Criteria outlined in the position description. Your application **may not be considered** if this is not included.

Notes for addressing the selection criteria:

You need to include a short paragraph describing how you meet each selection criteria (essential & desirable) listed in the Position Description (see below). Where possible give examples and include details that highlight your experience, skills, knowledge and qualifications that are relevant to the position.

Applications for this position close at 5pm on Friday 23 February 2018. Applications should be emailed directly to recruitment@merrigong.com.au or posted to:

Attention: Recruitment
Merrigong Theatre Company
PO Box 786
Wollongong NSW 2520

If you require further information about the position, please do not hesitate to send an email to recruitment@merrigong.com.au including a phone number if you would like a return call.

The successful candidate for the role will need to show a high level of initiative, strong communication skills and relevant industry knowledge and experience. They will also contribute to a positive team and work culture.

Merrigong encourages applications from diverse backgrounds including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities.

See the Position Description below.



Position Description

POSITION: Finance Assistant

CATEGORY: Full Time 38 hours per week

POSITION OBJECTIVE:

In order to meet the objectives of Merrigong's strategic plan this position will:

Assist the Director of Finance & Governance with the processing of the Company's financial data and documents.

KEY RESPONSIBILITIES:

- Assist in the efficient management of accounts payable including processing tax invoices, preparing electronic payments and sending remittance advices.
- Manage and process financial data and reconciliation of corporate credit card statements.
- Manage and process financial data to allow for weekly reconciliation of bank accounts.
- General Ledger reconciliations & General Journals.
- Reconciliation of prepaid ticket sales.
- Reconciliation of monthly gift voucher register.
- Preparation of Hirer and Entrepreneurial reconciliations.
- Lodging of Monthly BAS return.
- Process weekly payroll.
- Process superannuation returns and payments, as required.
- Processing financial data for bank deposits.
- Filing of financial documents.
- Attend weekly staff meeting.
- Processing of other financial data as directed by the Director of Finance & Governance.
- Any other reasonable duties as directed by the Director of Finance & Governance.

ORGANISATIONAL RELATIONSHIPS

Reports To: Director of Finance & Governance

SKILL REQUIREMENTS

Essential Criteria

- ◆ Certificate or Diploma in Accounting or equivalent
- ◆ Experience in a similar position
- ◆ Ability to problem solve and strong focus on attention to detail
- ◆ Sound knowledge of accrual accounting principles
- ◆ Accounts payable experience
- ◆ Payroll processing experience
- ◆ Experience with MYOB accounting software
- ◆ Experience with Microsoft Office products
- ◆ Reconciliation experience

Desirable Criteria

- ◆ Knowledge of the performing arts industry.