

Position Description
Accounts Assistant

Reports to:	Bookkeeper	PD Classification:	Support
Team:	Finance	Status:	22.8 hours
Salary:		Effective Date:	12-month contract
Position Holder Signature:			
Manager Signature:			

Role Purpose

The Accounts Assistant contributes to the efficient and effective operation of Bell Shakespeare by supporting the Finance Team. You will work closely with the Bookkeeper to ensure that all day-to-day financial duties are completed as and when required. The role ensures that all items of income, expenditure and cash are recorded in an accurate and timely manner using various systems.

Intent of Position Description

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. Role Descriptions may also be modified from time to time to reflect usual growth and change of role.

Significant Working Relationships

Direct Reports (by position title):

- Nil

Other Key Relationships:

- Finance Manager
- Personnel Manager
- Deputy General Manager
- Education Marketing Coordinator

Key Result Areas

Key Result Area:	1. Finance Processing and Reconciliation
<i>Key Tasks</i>	
<ol style="list-style-type: none"> 1. Undertake the daily banking of cheques and the processing of direct deposits. 2. Assist in the entering and payment processing of Supplier Invoices in the accounting software. 3. Assist in the creation of Customer Invoices in the accounting software and the Receipting of Payments thereafter 4. Support the Bookkeeper with the collection of receivables by ensuring payments are received by their due date; running regular reports in the accounting software, monitoring overdue accounts and following up with customers. 5. Record the allocation of Cabcharge Tickets and Petty Cash to staff members in Excel. 6. Regularly Reconcile Cabcharge Statements and Petty Cash account. 7. Enter the Cabcharge, Petty Cash and other Reconciliations into accounting software as requested by the Bookkeeper. 	

Key Result Area: 2. Other Finance Duties

Key Tasks

1. Assist in effectively identifying and resolving discrepancies; maintain regular contact with all departments to obtain and convey information and/or to correct transactions.
2. Assist the Finance Team with document management including filing, scanning and setting up new files as required.
3. Provide administrative support as requested by members of the Finance Team.
4. Assemble information for external auditors for the annual audit
5. Cover for other members of the Finance Department in the case of absence as deemed necessary.
6. Any other tasks required by the Finance Team that fall within the scope of this position.

Key Result Area: 3. Education Finance Duties

Key Tasks

1. Assist in the timely creation of Education Invoices, Receipting Payments and the Collection of Debts using the CRM database, Word, Excel and Outlook.
2. Respond efficiently to financial requests from the Education Marketing Coordinator and Bookkeeper.

Key Result Area: 4. Administrative Support

Key Tasks

1. Be responsible for all outgoing mail by the daily posting of mail.
2. Maintain monthly statements/invoices for couriers and orders for the Bookkeeper and Artistic Administrator to action their monthly finance statements effectively.
3. Maintain any receipts for orders placed with coding to assist Bookkeeper and Artistic Administrator in their role.
4. Ordering Stationery, Australia Post items and Kitchen supplies.
5. Ensure franking machine is operational, topped up and postage prices are up to date.

Performance Criteria

- Supplier Invoices are correctly entered and paid in a timely manner.
- Customer Invoices are accurately created and followed up if not paid on time.
- Data entered in all systems is accurate and recorded in accordance with established standards, policies and procedures. Errors and anomalies are identified and corrected.
- Regular liaison with Bookkeeper and Education Marketing Coordinator is maintained.
- Good communication and coordination exists with all Company personnel and external Stakeholders.
- Efficiency in responding to internal and external requests
- Department files are appropriately maintained.
- Demonstrated commitment to the organization's values and culture.

Authority / Discretionary Limits

- Tessitura [customer database] - operation
- Online Banking – read only
- Access Online Cabcharge Account – read only
- Navision (accounting software) - operation

Selection Criteria

Essential Experience

- 2 Years Accounts Payable and Accounts Receivable experience
- High Volume Banking Duties
- Proficient with the Microsoft Office suite of applications, particularly Excel
- Knowledge and understanding or prior experience with bookkeeping concepts such as account reconciliations

Desirable Experience

- Experience using Tessitura (ticketing and database) or similar CRM database
- Working knowledge of Navision or similar Accounting System
- Experience working in the cultural sector
- Appropriate tertiary qualification

Desirable Behavior

- Ability to maintain detailed and accurate electronic records
- Working knowledge of administrative and clerical procedures.
- Interpersonal skills, a professional appearance and a friendly, customer service orientation.
- The ability to verbally communicate appropriately in a diverse range of situations, speaking clearly with a confident and friendly manner.
- Demonstrate the ability to organise workload involving multiple deadlines and stakeholders.
- Operate as an effective team member with the ability to work autonomously.
- Confidence in building and maintaining relationships with internal and external contacts.
- A strong attention to detail and commitment to quality – continuous improvement.
- Flexible with good initiative and problem-solving skills.