



adelaide symphony orchestra

Employment Opportunity: Accountant (0.8 FTE)

Adelaide Symphony Orchestra (ASO) is the largest performing arts organisation in South Australia and each year performs over 100 concerts across a diverse musical spectrum. With a number of performances & events offered each season we are looking for an organised, enthusiastic and experienced professional to join our Finance team as an Accountant.

KEY RELATIONSHIPS

Reporting to the Manager, Finance, this role is required to work closely with the Manager, Finance to provide accurate and timely financial information. The post holder will provide advice and support to the Accounts Coordinator and Payroll and People Coordinator, collaborating on monthly reporting requirements.

KEY ACCOUNTABILITIES

1. Responsible for the timely completion of month end procedures, including processing of journals, balance sheet account reconciliations and reporting.
2. Assist the Manager, Finance and wider senior management team with annual budgeting and monthly forecasting.
3. Ensure the accurate and timely input of data into the accounting system.
4. Maintain and develop financial reporting systems.
5. Update and maintain the fixed asset register.
6. Prepare and lodge annual Fringe Benefit Tax returns and monthly Business Activity Statements.
7. Co-ordinate and support the end of year work of Accounts/Payroll.
8. Assist the Manager, Finance with the preparation of the annual statutory accounts.
9. Support the completion of the annual external audit process, including compiling audit information requests and liaising with the external audit team.
10. Review and where appropriate delegations allow, act as a secondary bank authoriser of payroll and supplier payments.
11. Assess and ensure the adequacy of internal controls on an ongoing basis.
12. Ensure the ASO's financial and statutory reporting requirements are met.
13. Any other duties, commensurate to the role that may be required from time to time at the direction of the Manager, Finance.

QUALIFICATIONS AND AFFILIATIONS

- Bachelor Degree in Accounting / Finance
- Qualified Accountant (CA / CPA membership)
- 3 years + experience in a similar role post qualification



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EXPERIENCE AND KNOWLEDGE

- Demonstrable experience in an Accountant role (or equivalent)
- Thorough knowledge of accounting theory and practice
- Experience in delivering on a range of accounting duties, for example, management accounts, annual statutory accounts, FBT returns and BAS
- Comprehensive understanding of employment related taxation including Superannuation Guarantee Levy, Payroll Tax and Fringe Benefits Tax
- Previous experience using accounting software applications (experience with NetSuite, Sage Micropay considered an asset)
- Advanced MS Excel skills
- Experience working in an Arts or Not-For-Profit environment.

SKILLS AND ABILITIES

- Ability to identify, analyse and evaluate financial data
- Ability to provide concise and accurate financial information
- Strong attention to detail
- Strong problem solving abilities
- Strong written and verbal communication skills
- Ability to explain financial theory and concepts to non-finance managers
- Ability to build personal relationships and effectively communicate across a broad range of internal and external stakeholders
- Demonstrated ability to work under pressure, managing time to consistently meet deadlines
- Ability to work autonomously, in a self-directed manner
- Commitment to providing high quality financial services to internal and external stakeholders.

**This position is being offered on a 2-year contract at 0.8 FTE with a start date in May 2021*

How to Apply:

Qualified candidates are encouraged to submit a current CV and Cover Letter outlining your suitability to the attention of Shivani Marx, General Manager, People, Culture and Operations. Applications or queries can be submitted via email to Shivani at marxs@aso.com.au

[Applications will close on Friday 23 April 2021](#)

The ASO invites applications from all qualified candidates with current working rights in Australia.