



JOB DESCRIPTION: FINANCE OFFICER

This is a 0.6 FTE position located at our home in the Subiaco Arts Centre, reporting to the General Manager.

The primary responsibility of this role is to ensure the efficient handling of accounting matters for Yirra Yaakin Theatre Company, including managing the payroll process of all full time and casually contracted employees; processing accounts payable; generating financial reports for board and funding bodies; and monthly forecasting in consultation with the General Manager.

Yirra Yaakin expects to conduct interviews in the first week of February.

Yirra Yaakin is an Aboriginal lead arts organisation, committed to a diverse and inclusive workplace. We are encouraging applications from individuals with diverse backgrounds including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people who identify as LGBTQIA+ and people living with disability.

Key Responsibilities

Payroll

- Processing employee onboarding including superannuation and tax file declarations
- Processing weekly payroll for all staff using MYOB payroll
- Answering payroll related queries and acting as first point of contact for staff
- Resolving payroll discrepancies in a timely and efficient manner
- Preparing monthly superannuation payments for staff and contractors
- Understanding of the industry awards and workplace regulations, in particular Live Performance Award (LPA) and Fair Work Act

Bookkeeping

- Weekly processing of payments
- Raise invoices as required
- Generate receipts as required

Monthly Reporting

- Prepare end of month accounts
- Complete monthly bank reconciliations
- Reconcile company credit and debt cards, fuel cards

- Complete Balance Sheet reconciliation
- Generate governance reports and attend monthly Finance and Audit meetings

Other

- Prepare and process quarterly BAS
- Manage the annual audit process in conjunction with the General Manager
- Attend company functions as required

Key Selection Criteria

- Certificate IV in Accounting and Bookkeeping or similar qualification highly desirable
- Competency and demonstrated experience in a similar position
- Experience with and expertise in applications MYOB (essential), Excel (essential)
- Thorough knowledge of the Fair Work Act and Live Performance Award (LPA)
- Superior discretion and proven ability in the management of sensitive and confidential personal information
- Exceptional numeracy, written and verbal communication skills

How to Apply

Please read the Position Description and then email your CV and one page cover letter addressing the key selection criteria to helenh@yirrayaakin.com.au

Any enquires can also be emailed to this address with the subject line '*Finance Officer*'