

Position Title: Assistant Accountant

Reports To: Finance Manager

Salary: \$55,000 (AGIA Level 3)(pro rated) plus 10.5% Superannuation

Terms: Part-time (3-4 days per week)

Roles Reporting to this One: None

ABOUT BUNDANON

Bundanon is a unique arts and education organisation in regional Australia, with a strong national and international profile.

It is situated on 1,000 hectares of bush and parkland overlooking the Shoalhaven River in Illaroo, near Nowra. It was created in 1993 by a generous gift to the Australian Nation by Arthur Boyd and his family, of land and several buildings with contents, including a significant art collection.

Bundanon's art collection has since grown in size and value (currently \$46.5M), including by acquisition of works by artists in residence. Bundanon has Australia's largest artist in residence program, as well as a large and long-established program for school education.

Bundanon presents a diverse program of exhibitions and public programs in all artforms bringing together visitors/audiences, artists, and scientists from a diversity of fields.

Bundanon is in a period of ongoing transformation, having opened in January this year the award-winning new Art Museum and Bridge for creative learning (a café, education and accommodation complex), all to support a wide range of cultural tourism, educational and commercial visitors.

This position will provide essential services to the Finance team in response to Bundanon's growing diversity of customer and revenue streams.

Read more about Bundanon here: <https://www.bundanon.com.au>

OVERALL RESPONSIBILITIES:

- carry out a range of business and finance specific tasks and responsibilities. including standard bookkeeping duties such as accounts payable and receivable, bank reconciliations and Balance sheet month end reconciliation.
- Support the Finance Manager with financial and administrative tasks.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

a. Accounts payable & receivable

- Manage and process transactions for customer and supplier invoices including purchase orders and statement reconciliations
- Co-ordinate authorised accounts payments and ensure completion of remittance advice to suppliers
- Ensure all cash and cheques are recorded and banked in a timely manner
- Manage staff reimbursements
- Ensure payment of all customer invoices
- Reconcile bank and cash management accounts, petty cash, prepaid activity income, creditors and receivables monthly

- Accurately perform daily reconciliation of cash

b. Governance & Financial Reporting

- Support month end close procedures including accruals and prepayment journals
- Month End Balance sheet reconciliation.
- Provide centralised administrative support to the CEO, and Finance Manager with regards to all governance and board related matters.
- Assist the Finance Manager with preparation of monthly and quarterly financial information for the Ministry for the Arts, Prime Minister and Cabinet and DOFA as required
- Assist the Finance Manager in the preparation of financial information for other reports as required

c. General support

- Carry out any other duties as requested from time to time by the Chief Executive Officer or the Finance Manager

SELECTION CRITERIA

Essential:

- Excellent computer skills in accounting software (Xero) and in using Excel spreadsheets
- Experience in accounts receivable and payable
- Understanding of taxation accountabilities
- Knowledge and experience in electronic banking
- Experience and understanding of commercial booking systems and processes.
- Experience and understanding of governance related matters.
- Excellent attention to detail
- Excellent interpersonal skills
- Ability to work as part of a small team

Desirable:

- Appreciation & knowledge of the creative arts
- Experience in using online banking systems

TO APPLY

Send a brief cover letter, a statement against the selection criteria above, and a CV including the names of three referees (referees will only be contacted after clearance with the applicant) to:

Jenny Bisset

jenny.bisset@bundanon.com.au

by **5pm**, Monday 12 December

Enquiries should be directed to:

Melinda Day

melinda.day@bundanon.com.au (02) 4422 2100