

Position Description – Senior Accounting Officer

Job Specification

Job Title: Senior Accounting Officer
Department: Operations
Reports To: Chief Executive Officer
Direct Reports: Nil

Job Scope

Supported by the Chief Executive Officer, the Senior Accounting Officer is responsible for the efficient administration of the organisation’s financial systems, ensuring the delivery of full and proper regulatory compliance (ASIC, ACNC, ROCO and the ATO), and reporting.

The Senior Accounting Officer prepares monthly management accounts and monitors the cash flow against budget, produces regular departmental budget reports, undertakes the day-to-day financial activities of the organisation, and contributes to the ongoing refinement of the Darwin Festival Finance Management Policy and Procedures.

Accuracy and timeliness is critical in this role. Other key responsibilities include payroll processing (up to 120 core, seasonal and casual staff annually), preparation of financials for Board reports, preparation and assistance to complete the annual independent external audit, and providing administrative assistance to other Darwin Festival Team Members.

Key Accountabilities	Tasks	Results
Financial Management 45%	<ul style="list-style-type: none"> Manage Darwin Festival’s finances responsibly and efficiently daily in accordance with the Darwin Festival Finance Management Policy & Procedures, and in compliance with accepted legal and accounting principles Prepare monthly management accounts for the Chief Executive Officer and other reports as requested and analyse the financial results and provide an explanation, in particular variances from budget and expense controls 	<ul style="list-style-type: none"> Darwin Festival’s finances are managed responsibly, accurately & efficiently with full compliance with organisational policies and procedures with all statutory requirements met and Australian accounting principles applied

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> • Monitor the organisation’s cash flow against budget on a continuous basis in consultation with the Chief Executive Officer • Oversee the financial management of the Operations department budget in consultation with the Chief Executive Officer and Office Administrator • Produce departmental budget reports and liaise with managers and the Chief Executive Officer to ensure accuracy • Process wages as per finance timetable ensuring all employees are paid on time and reconcile payroll on a monthly basis using MYOB • Reconcile and lodge employee SG contributions and make corresponding payments • Reconcile PAYG clearing account and all other employee related accounts • Record the long service leave and annual leave provisions monthly using MYOB • Daily/weekly reconciliation of bank accounts, clearing, and other accounts • Enter and post purchase orders and supplier invoices in MYOB in accordance with Darwin Festival’s Finance policy • Process weekly payment runs aiming for all suppliers to be paid on time • Raise invoices as requested and actively chase payment from debtors and ensure their account does not fall overdue • Accrue journals into MYOB ensuring accounts are reconciled to the General Ledger • Process taxation payments and compliance including PAYG, and quarterly BAS returns in a timely manner • Ensure the organisation meets its reporting requirements to ASIC, ACNC, ROCO and the ATO 	<ul style="list-style-type: none"> • All management accounts including budgets are well maintained, accurate and produced on a timely basis • Timely and accurate financial reporting with provision of data analysis included • CEO kept informed of Darwin Festival cashflow against budget on a monthly basis and as required. • All payroll tasks and activities are completed accurately and on time • Preparation and assistance with annual external audit, conducted in a professional and timely manner • Strong knowledge and application of financial practices and accounting principles that apply to Darwin Festival (a NFP in the Arts sector)

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> • Maintain Fixed Asset Registers. Record fixed asset depreciation journal for the month/quarter and ensure the balances match to the General Ledger • Prepare for and assist in the completion of the annual independent external audit • Remain informed on Territory and Federal laws regarding not-for-profit regulatory requirements and operations 	
<p>Administration 25%</p>	<ul style="list-style-type: none"> • Maintain and coordinate Insurance cover for the Festival and liaise with the Insurance Broker to ensure the Festival is compliant with assistance from the Chief Executive Officer • Collect and collate information to lodge approved insurance claims and ensure payment is made by insurance company • Preparation of Service Level Agreements (SLA) for Contractors assisted by the Chief Executive Officer • Contribute to the ongoing refinement of the Darwin Festival Finance Management Policy and Procedures • Assist fellow team members with organisational and administrative duties as required 	<ul style="list-style-type: none"> • Darwin Festival insurance cover to be fully compliant and meeting organisational and operational needs at all times • Any insurance claim is prepared and lodged correctly and in a timely manner, with effective follow through on insurance payments • Any SLA is prepared in a timely manner with strong attention to detail • Whenever opportunities for improvement or efficiencies identified, written recommendations prepared and submitted to CEO • Following completion of Finance priorities – any requests for assistance are attended to promptly and in a professional manner
<p>Communication 10%</p>	<ul style="list-style-type: none"> • Work collaboratively with all Festival team members to ensure open and clear sharing of information across all channels • Ensure any changes that may impact the Darwin Festival team such as policy, procedure or protocol updates are communicated to all relevant team members 	<ul style="list-style-type: none"> • Demonstrated effective communication and collaboration with all Festival team members and related stakeholders • Timely notification of any changes, updates or amendments that may

Key Accountabilities	Tasks	Results
		<ul style="list-style-type: none"> impact Darwin Festival operations and the delivery of a successful Festival
<p>General Duties 5%</p>	<ul style="list-style-type: none"> Attend Festival functions, program briefing and team meetings as required Any other duties as reasonably requested by the Chief Executive Officer 	<ul style="list-style-type: none"> Proactive and punctual attendance at all required meetings All assigned duties carried out in a proactive, positive and professional manner at all times
<p>Teamwork 5%</p>	<ul style="list-style-type: none"> Always maintain professionalism and follow standards as outlined in the Employee Handbook or relevant document. Adhere to Darwin Festival Values and Code of Conduct as outlined in the Employee Handbook Respect for the work environment, each other and all stakeholders Foster a collaborative team environment where creativity, suggestions and ideas are actively encouraged Support other team members by being understanding, approachable and patient Punctual to all work-related events including but not limited to start time, meetings and onsite work Take an active role in procedures and initiatives, including but not limited to: WH&S, Project Management, HR Induction, Onboarding etc. 	<ul style="list-style-type: none"> Full compliance and advocacy for all points raised
<p>WHS 5%</p>	<ul style="list-style-type: none"> Raise and report any potential hazard or incident in the first instance within enableHR and to your direct Manager WH&S compliance – observe all work health and safety and Darwin Festival policy and initiative requirements to contribute to a safe, healthy and ethical workplace Ensure you have contributed to the consultative process by advising management of any past, present or potential WH&S risks 	<ul style="list-style-type: none"> All WH&S matters raised with your Manager in the first instance Adherence to all WH&S policies, procedures and instructions Promoter of best practice WH&S at all times

Key Accountabilities	Tasks	Results
<p>Compliance 5%</p>	<ul style="list-style-type: none"> • Demonstrate 100% compliance with any relevant government legislation • Be fully conversant and compliant with all Darwin Festival Policies and Procedures • Ensure internal control procedures are followed through (e.g. correct forms used to action associated tasks) 	<ul style="list-style-type: none"> • No instances of non-compliance • Promoter of compliance within the organization at all times

Person Specification

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> • Minimum 2-3 years' experience in accounting with demonstrated successful financial management and problem-solving skills • Strong working knowledge of financial reporting obligations and Australian accounting principles • Proven experience in budget management (minimum 2-3 years' experience) 	<ul style="list-style-type: none"> • Demonstrated successful minimum 2-3 years in a similar role a must • Tertiary qualification in Accounting essential 	<ul style="list-style-type: none"> • Excellent verbal and written communication skills and the ability to build a rapport with a range of stakeholders to encourage cooperation and collaboration • Strong attention to detail with a focus on accuracy • High level organisational skills • Demonstrated capacity to meet deadlines with an ability to work in a systematic way and provide direction to others 	<ul style="list-style-type: none"> • Number of potential career options dependent on business needs and the contribution, experience and desire of worker 	<ul style="list-style-type: none"> • We ensure a safe and healthy workplace for all • We believe in honesty and acting with care, diligence and integrity in everything we do • Foster a culture of mutual respect with the proper regard for the rights and dignity of others • We strive for compliance and continuous improvement daily • Teamwork – we enjoy our work and work collectively to achieve goals

Experience	Education	Personal Attributes	Potential	Alignment with Organisational Values
<ul style="list-style-type: none"> • High level interpersonal, verbal and written communication skills • Proven ability to manage complex budgets and multi-task, whilst being responsible for all related administrative tasks • Excellent computer skills, including advanced level Excel, with a knowledge of Deputy rostering and Datafest highly desirable 		<ul style="list-style-type: none"> • Excellent team player, high level capacity to work as part of a small busy team under pressure, with a positive, collaborative, respectful and inclusive attitude. • Excellent decision-making skills to reduce chances of error • Proactive and pragmatic approach to responsibilities - able to show and share enthusiasm with Team. • Highly computer literate, able to self-administrate, pick up new systems and processes quickly and also share expertise readily with others. 		<ul style="list-style-type: none"> • We are accountable for our actions, performance and behaviours

Acknowledgment

Please acknowledge that you understand and will abide by this position description by signing both copies, one copy should be retained by yourself and the other copy is to be returned to the Human Resources Department.

Employee		Signature	Date
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