

TANTRUM

POSITION DESCRIPTION

Accounts Officer

Part-time, 8 hours per week, \$48,266 pro rata plus super (9.5%)

1 year contract with 3 month probationary period.

Tantrum Youth Arts is a Newcastle-based arts organisation providing high quality, innovative arts programs with and for the young people of Newcastle and the Hunter Region. Our mission is to create innovative arts programs that engage, celebrate and support young people's development, identities and interests.

We are seeking a part-time **Accounts Officer** to help us in our mission. The Accounts Officer is responsible for recording and processing the financial transactions of the organisation, including managing accounts payable and receivable, processing payroll and maintaining employee records, and fulfilling reporting requirements to the ATO and auditor. The Accounts Officer provides support to the General Manager and Artistic Director/CEO in the financial management of the organisation, and works closely with the other members of our small team to ensure smooth and efficient administrative processes for our customers and suppliers.

Reports to: General Manager and Artistic Director/CEO

Works closely with: All other staff.

Duties and Responsibilities

Accounts Payable

- Process supplier/contractor invoices accurately and in a timely manner
- Process regular payments (e.g. rent)
- Respond to enquiries from suppliers/contractors in a professional manner

Accounts Receivable

- Prepare and send invoices and receipts to customers in a timely manner
- Respond to enquiries from customers/debtors in a professional manner
- Follow up outstanding accounts

Payroll

- Process staff timesheets
- Process fortnightly pay runs
- Process superannuation payments for all staff and contractors
- Maintain employee and contractor personnel records

Financial Reporting

- Complete quarterly BAS lodgement, including GST and PAYG reporting
- Prepare accounts for the annual audit and liaise with auditor

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- Assist General Manager with the preparation of monthly management reports to the Board
- Liaise with accountant on various issues
- Liaise with ATO on various issues

General

- Record and process all financial transactions in MYOB accounting software
- Monitor the company bank accounts
- Complete bank reconciliations
- Assist with establishment and maintenance of administrative systems and processes in collaboration with all staff.
- Assist with general administrative duties as required.
- Participate in staff meetings when required.

Essential Criteria

Relevant qualifications in accounts or bookkeeping OR previous experience in a similar role

Extensive knowledge and practical experience using MYOB

Strong written and verbal communication skills

Excellent administrative, time management and organisational skills

Proactive with good problem-solving skills

Desirable Criteria

Experience working in a not-for-profit environment

Ability to be flexible in hours of work

First Aid certificate

To apply:

Please send your CV, along with your written response to the Selection Criteria (max 3 pages) to the Chair of tantrum Youth Arts: board@tantrum.org.au by **5pm, Wednesday 25th July 2018.**

Please direct enquiries to Samantha Willcox, Chair of Tantrum Youth Arts: board@tantrum.org.au