

# \* ADELAIDE \* FRINGE \*

<b>POSITION:</b>	Assistant Accountant
<b>LOCATION:</b>	Adelaide Fringe
<b>TERM:</b>	Fixed term, Full Time Salaried position
<b>START DATE:</b>	1 July 2021
<b>END DATE:</b>	30 June 2024
<b>REPORTS TO:</b>	Accountant and Head of Finance
<b>SALARY:</b>	\$45,000 - \$50,000 per annum pro rata plus 9.5% Superannuation

## ORGANISATIONAL CONTEXT

Adelaide Fringe is an annual open-access arts festival run over four weeks in Adelaide, South Australia during February and March. It is one of the largest, most popular and diverse arts festivals in Australia. Thousands of artists from around Australia and across the globe participate alongside home-grown talent, in art forms spanning cabaret, comedy, circus & physical theatre, dance, film, theatre, music, visual art and design.

## POSITION SUMMARY

Reporting to the Head of Finance, and the Accountant, the Assistant Accountant is responsible for the day to day process and for the delivery effective financial accounting, reconciliation and timely disbursement of artist box office settlements and financial needs of the organisation, in assistance to the accountant.

## ORGANISATIONAL RELATIONSHIP

<b>Reports to:</b>	Accountant, and Head of Finance
<b>Department:</b>	Finance
<b>Supervises:</b>	External accountants
<b>Internal Liaisons:</b>	Accountant, Head of Finance, Director & Chief Executive, Heads of Departments, and other Adelaide Fringe staff as required.
<b>External Liaisons:</b>	Adelaide Fringe creditors and debtors, Bank SA, External Accountants and Artists

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Principal Partner



ABN 71 660 859 461

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## KEY RESPONSIBILITIES

- Management of petty cash
- Balance E Way Payments to Bank Statement
- Work with Accountants on accounts payable/ accounts receivable
- Assist the Accountants in Bank Reconciliation
- Assist Asset Register Maintenance
- Assist in Management Accounting / Variance Analysis
- Assist in preparation and maintenance of accurate records of artist financial information in Xero
- Be the first contact point for managing Xero and other accounting systems internally
- Overseeing correct level of access to Xero and Jira to ensure staff respond accurately and timely to Artists queries
- Assist in management of all workflow for External Accountants
- Maintain and assist in the preparation of good budget tracking with the use of supporting systems (Zahara)
- Support the cash flow management process
- Support the Heads of Departments and Accountant in preparation of budget
- Assist in management of contractor payment schedule ensuring invoices are paid
- Ensuring that the Xero system is used correctly and that the service agreements are stored on the system
- Use of Zahara, Asana, Jira, Xero and Basecamp
- Troubleshooting and solving problems related to finance
- Assist in settlement of festival box office.
- Support preparation of Annual Audits and preparation of annual financial statements working with Adelaide Fringe independent auditors
- Support the Head of People and Culture on ensuring policies reflect current legislation
- Work with Marketing team invoices and consult with Marketing Coordinator –to set up an efficient system for pre-payment of Advertising sales

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- Whilst this position description summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary from time to time at the discretion of your Manager. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above

## SELECTION CRITERIA

- Demonstrated experience in operational accounting, accounts receivable, accounts payable, bookkeeping, credit control, financial accounting, GST and payroll processing is preferable
- Reconciliation skills, including bank reconciliation
- Demonstrated experience in the preparation and interpretation of accounting reports and completion of detailed reconciliations is preferable
- Sound understanding of and demonstrated experience in computerised accounting software packages with a good working knowledge of Excel and Xero
- Demonstrated ability to manage time, complex tasks, challenging projects and competing deadlines concurrently.
- Excellent oral and written communication skills
- Excellent interpersonal skills; capacity to interact with staff at all levels and to work effectively as part of a team
- Previous working knowledge and experience working in an arts organisation with particular emphasis on box office and/or call centre sales
- Business degree qualified / near completion of, majoring in accounting or finance. Other business qualifications will be considered.

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## PERSONAL ATTRIBUTES

- A positive and enthusiastic attitude
- High level organisational, planning and problem solving skills.
- Innovative and creative thinker with the ability to translate ideas into actions.
- Ability to work effectively as a team player as well as independently.
- High level attention to detail.
- Self-reliant and self-motivated.
- Ability to cope with high pressure situations and competing deadlines.
- Patient, amiable and good humoured.

## WHAT WE OFFER

- Study leave (depending on time of year).
- 10 days extra leave on completion of Fringe, to be taken prior to end of the financial year (pro-rata)
- An amazing Fringe attitude.
- Vibrant and positive work environment.
- Flexible working hours
- Mentoring by a CAANZ Leader
- Possibly for career progression and contract extension on completion of the Fringe, and meeting KPIs
- Access to Fringe Memberships and exclusive events
- Networking with industry leaders, and contact development.

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