

POSITION DESCRIPTION

Position title:	Financial Administration Assistant
Reporting to:	Financial Administrator
Direct reports:	Nil
Term:	Fixed term contract Part time (4 days per week)

PRIMARY PURPOSE OF THE ROLE

The Financial Administration Assistant supports the Financial Administrator to deliver the company's financial operations.

This role requires strong administrative skills, in particular sound cash handling, accounts payable, and reconciliation skills. Some experience in financial processing such as bookkeeping and basic financial reporting is highly desirable. The person will possess a high level of numerical literacy and practical experience utilising MYOB or similar accounting software, as well as Microsoft Office, in particular Microsoft Excel.

KEY ACCOUNTABILITIES

1. Financial Administration

Cash Handling and Other Assets

- Accurately reconcile and record cash takings and prepare cash collection and floats.
- Assist with the regular revenue and expense reports on food and beverage sales
- Order change within defined parameters
- Ensure security of cash throughout cash handling process
- Administer and monitor petty cash

Accounts Payable

- Effective preparation of accounts payable weekly and as required
- Liaise with suppliers and service providers to resolve AP issues
- Support CRH staff with supplier status enquiries
- Credit Card reconciliations and expense claim processing
- Ensure all invoices and receipts are coded correctly and processed within a timely manner
- Ensure all financial documentation is scanned and archived
- Assist with the preparation and lodgement of the monthly LPA Report

Account Reconciliations

- Reconcile monthly petty cash float and receipts and undertake banking duties as required
- Assist in the preparation of monthly, quarterly and year-end accounts
- Assist with ad hoc projects and tasks where required
- Look for opportunities to improve workflow processes
- Assist with regular compilation of supporting information to support annual audit

CITY RECITAL HALL

General Administration

- Assist the Front of House Manager with procurement as required
- Support the preparation of weekly timesheet checking and payroll
- Provide general administration support as required
- Demonstrate ongoing commitment to work health and safety policies and procedures
- Undertake other duties as reasonably requested

KEY CHALLENGES

- Assist and undertake a range of processes and procedures, systems and data entry requirements to expected standards of timeliness, quality and accuracy.

KEY RELATIONSHIPS

Who	Why
Internal	
Financial Administrator	Under direction, provide administrative support in the accurate and timely completion of a range of financial administrative processes and procedures. Provide accurate and timely cash handling and reconciliation for front of house sales including bar and merchandise sales. Undertake procurement from approved suppliers as directed.
Front of House Manager	Undertake regular data entry to support accurate and regular revenue reports on food and beverage sales.
Departmental Managers	Under direction, support the processing of weekly timesheets and data entry into the finance system.
Internal team members	Utilise excellent verbal communication and organisational skills to liaise effectively with internal staff.
External	
Cash Collection Service	Order change within defined parameters.
Product and Service Suppliers	Utilise excellent verbal communication and skills to liaise effectively with suppliers.

DELEGATED AUTHORITY

- Works within defined guidelines, processes and procedures
- Undertake procurement under supervision and within defined limits

RECRUITMENT: POSITION PROFILE

The organisation

City Recital Hall Limited, a not-for-profit company, produces, promotes, presents and facilitates a vibrant, enterprising, diverse and inclusive program of concerts and events each year at City Recital Hall.

The company produces and presents a curated program of performances and events, and supports a regular client base including Australian Brandenburg Orchestra, Australian Chamber Orchestra, Musica Viva, Pinchgut Opera, Vivid Sydney, Sydney Festival and Sydney Symphony Orchestra.

The Hall is also available for hire for concerts and events presented by not-for-profit arts and community organisations, commercial concert promoters, educational institutions and corporate companies.

SELECTION CRITERIA

Essential

1. Practical experience in MYOB, Xero or similar accounting software.
2. Intermediate skills in Microsoft Excel.
3. Cash handling and reconciliation skills
4. Previous experience with accounts payable.
5. Accurate and timely data entry.
6. High level of computer and numerical literacy.
7. Demonstrated record keeping skills and attention to detail.
8. Demonstrated ability to work independently and as part of a small team.

Desirable

1. Qualifications in finance or accounting, and/or minimum one year's experience
2. Interest in the performing arts