

SYDNEY FESTIVAL

Festival Accountant

Every January Sydney Festival animates Greater Sydney with over 100 events across locations inside, outside, harbourside and streetside. A celebration of summer, creativity and community, the Festival champions new works, big ideas and bold execution. The 2022 program will run from January 6-30.

The Sydney Festival Limited is a not-for-profit company limited by guarantee. The organisation has an annual turnover of approximately \$20 million, which is funded through Box Office, NSW Government funding and Sponsorship. It employs 25 full-time staff and between 100 and 400 part-time, casual and contract staff over the period of the Festival.

1. PURPOSE OF POSITION

The Festival Accountant is a fixed term 12-month position reporting to the Head of Finance & Administration.

The position maintains the Festival's accounting system QuickBooks Online (QBO), working closely with the Payroll Officer and Accounts Assistant whose systems feed into QBO, and ultimately the Head of Finance and Administration.

2. ORGANISATIONAL RELATIONSHIPS

A. Position title of supervisor

Head of Finance & Administration

B. Works closely with

Accounts Assistant, Accounts & Payroll Officer.

3. NATURE AND SCOPE OF WORK PERFORMED

A. Work performed

Manage Quickbooks Online (QBO), KeyPay, ApprovalMax

- Accounts Payable & Receivable:
- Supervise accounts payables & receivables function

Payroll:

- Supervise the preparation of casual and permanent payroll
- Reconcile and remit superannuation
- Remit weekly PAYG

Reconciliations:

- Daily reconciliation of bank accounts
- Prepare monthly reconciliations of all balance sheet accounts
- Prepare adjusting journals as required
- Prepare box office reconciliation and journals

Tax and GST:

- Prepare, lodge and pay monthly BAS returns
- Prepare annual Single Touch Payroll reconciliations
- Prepare annual FBT return
- Manage artist withholding tax requirements, submissions and annual return

Budgeting:

- Manage input of annual budget into Quickbooks Online

Other:

- Annual audit assistance, audit 3rd party caterer revenue & stocktakes, with HoFA
- Take minutes at Quarterly Audit & Risk Committee (Board) meetings

B. Challenges and problem solving

- Work effectively in a fast-paced and work-intensive environment.
- Build effective relationships and communicate with a diverse range of people both internally and externally including senior management and the Board.
- Manage multiple, conflicting priorities.
- Manage staff across a variety of business lines.
- Think strategically and challenge the status quo.
- Act with diplomacy and the utmost discretion.

C. Internal & External Relationships

In addition to members of the Finance and Administration team, this position is required to communicate with a range of internal and external parties:

Internal

- Executive Office: Festival Director, Executive Director, Executive Assistant
- Festival Departments: Programming, Development, Production, Marketing and Administration
- Sydney Festival Board / Audit & Risk Committee members
- Sydney Festival contractors and volunteers

External

- Festival auditors
- Festival bankers
- Artists and/or their representatives

4. SKILLS AND QUALIFICATIONS

A. Knowledge

- Accounting Principles and methodologies

B. Skills

- Competent and confident with MS Excel and experience with Quickbooks Online (QBO)
- Experience across a wide range of accounting functions
- Strong level of accuracy & attention to detail
- Ability to take responsibility and be accountable for workload
- Able to work autonomously and as part of a broader team
- Ability to solve problems whilst taking the initiative
- Excellent written and verbal communication skills
- Strong time management and prioritisation skills
- Bachelor of Business / Major in Accounting
- Keen attention to detail

5. APPLYING FOR THE POSITION

Applications for the position should include the following information:

Personal details including:

- Full name
- Contact telephone number
- Email address
- Permission to work in Australia

Curriculum Vitae covering:

- Details of relevant positions held, including dates, responsibilities and key achievements
- Details of education, professional training and qualifications
- Any other relevant information

Contact details of two referees including name, relationship to candidate, current telephone number and email address.