

Position Title	Accounting Officer
Status	Casual - up to 20 hours per week.
Classification Level	Level 3 SCEC Pty Ltd Certified Agreement
Department	Finance
Effective Date	July 2025

ABOUT US

The Events Centre is the Sunshine Coast's premier performing arts venue and hosts a range of entertainment events, cultural events, meetings, recreation and commercial activities and opportunities for the local community and visitors to the Sunshine Coast.

The Events Centre is operated by The Sunshine Coast Events Centre Pty Ltd, an independent venue management company owned by Sunshine Coast Council.

VALUES AND BEHAVIOURS

The Events Centre aspires to be a values-driven organisation. In a values-driven culture, we find alignment between personal values and the organisation's values, creating a unified and motivated team. Our values represent what we, as a collective, care about. Using them to guide our behaviours is critical to ensuring that we are working together and aligned to our purpose.

1. **INTEGRITY:** We work with honesty, responsible to our stakeholders.
2. **EXCELLENCE:** We are committed to the pursuit of quality in everything we do and strive to demonstrate best practice in managing our business, engaging with our diverse community and through presenting a broad range of programming and services.
3. **COLLABORATION:** We are empowered by teamwork, working consultatively both internally and externally, to pursue opportunities and find creative solutions.
4. **INNOVATION:** We embrace change and actively position ourselves to be informed of market, technical and programming developments, willing to take risks to strengthen and grow our business.
5. **POSITIVITY:** We take a positive outlook, bringing energy and enthusiasm to our work; doing what it takes and inspiring others to do the same.

ABOUT THE ROLE

The Finance Department ensures that The Events Centre meets its financial requirements, as well as its administrative, regulatory and operational obligations.

The role of the Accounting Officer is to assist the Finance Department in the efficient and effective delivery of accounting services to support the financial reporting and operations of The Events Centre. This position is responsible for maintaining accurate financial records, processing transactions, and assisting with reporting and compliance.

RESPONSIBILITIES

1. Financial Record Keeping and Reconciliation

- Maintain accurate and timely records of financial transactions, recording day-to-day financial transactions including purchases, receipts, sales, and payments.
- Process invoices and ensure timely payment of bills ensuring appropriate allocation and coding.
- Track incoming payments and follow up on outstanding accounts.
- Reconcile bank and credit card accounts as required.
- Assist with the financial reconciliation of events.
- Investigate and resolve discrepancies.

2. General Ledger

- As instructed by the Business and Accounting Manager, post journal entries.
- Assist in month-end and year-end closing processes.

3. Financial Reporting and Budgeting

- Assist in preparing monthly financial reports as required by the Business and Accounting Manager.
- Support the development and monitoring of program and project budgets and forecasting.
- Assist with Month End and Year End financial management audit and statutory reporting requirements.

4. Software, Systems and Administration

- Maintain digital filing systems for financial documents and contracts.
- Assist and provide ongoing support with the introduction of new processes for software and procedures with the objective of continued improvement.

5. Collaboration and Communication

- Support office operations, providing administration support to the finance team as required.
- Liaise with vendors, clients, and financial institutions and external entities as necessary.
- Collaborate with and other departments to ensure financial accuracy.

Perform any other duties that are reasonably within the competency, skills and training of the incumbent as may be directed from time to time by the position's manager.

ROLE DIMENSIONS

Reporting line

- Business and Accounting Manager

Direct report

- Nil

Delegated Decision Making

- Nil

Budget/Expenditure

- Delegated financial limits according to the Delegations of Authority Policy

CRITERIA

Essential

- A minimum of five (5) years' experience in an advanced bookkeeping or accounting role.
- Achievement of a business, accounting or other relevant tertiary qualification.
- Strong IT skills with proficiency in Microsoft Office/365 particularly Excel. A developed understanding of databases would be advantageous.
- Meticulous attention to detail and demonstrated high level reconciliation and problem-solving skills.
- A team player with excellent communication skills and the ability to effectively liaise with stakeholders.

Desirable

- Experience in Xero accounting software.
- Experience in the arts and/or entertainment sectors.
- Experience working with trust accounts, cash handling and job costing processes.
- Experience with event management software.

ACKNOWLEDGEMENT

I,, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

..... Date:/...../.....
Signature of Employee