

<b>Position Title</b>	<b>Senior Accounting Officer</b>
<b>Status</b>	Permanent Part-time.
<b>Classification Level</b>	Level 4 SCEC Pty Ltd Certified Agreement
<b>Department</b>	Finance
<b>Effective Date</b>	February 2026

## ABOUT US

The Events Centre, Caloundra 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, Caloundra is operated by The Sunshine Coast Events Centre Pty Ltd, an independent 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 Senior Accounting Officer is to assist the Business and Accounting Manager in the efficient and effective delivery of accounting services for the financial reporting and operations of The Events Centre. The role will provide professional and efficient accounting, finance, and administrative services, and relative advice to the organisation's internal and external stakeholders

## RESPONSIBILITIES

- Accurately and effectively processing and reporting on debtors, creditors, payroll administration, banking, and event financial performances.
- Actively record and maintain data for the analysis of financial targets and for the preparation of the company's budget.
- Assist with Month End and Year End financial activity and statutory reporting requirements.
- Monitor, report and assist with the development of best practice processes and procedures for operating related software, record management, internal controls, and financial transactions.
- Develop methods of accurately capturing, recording, and reporting key statistical information in a timely manner.
- Ensure all work is undertaken in accordance with relevant accounting standards, legislative and regulatory requirements.
- Maintain skills and proficiency in the use of payroll, events management, financial and other related software programs.
- Maintain positive and professional relationships with customers, clients, and business partners.
- Participate as a member of The Events Centre team, developing and engaging in effective communication with other employees and contributing to the strategic outcomes of the Centre.
- Maintain employee personnel records including preparation for onboarding and offboarding and ensuring employment records are compliant.
- Assist in managing document control including filing, version control and procedures for both Human Resource Management and Financial reports.

*The incumbent must 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

1. Minimum qualifications of Diploma in Accounting or Bookkeeping, and a minimum of 5 years in a similar finance environment are required.
2. Demonstrated accounting skills, along with an understanding of the application of accounting concepts including their relationship to financial and management reporting.
3. Proven experience in working capably with relevant software, including Microsoft Office, events management systems, payroll and financial systems.
4. Experience in managing multiple bank accounts, cashflow, developing and implementing reporting systems.
5. Thorough understanding of accounting and good governance principles and their application in a medium-sized company.
6. Demonstrated ability to effectively work independently and as a member of a team and communicate, consult and negotiate with internal and external stakeholders and respond effectively to a wide range of demands from different client groups, maintaining positive relationships.

## 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**