

**THE UNIVERSITY OF WESTERN AUSTRALIA  
POSITION DESCRIPTION**

**All applications should submit a covering letter and CV and read the selection criteria.**

<b>Faculty:</b>	
<b>School/Admin Department:</b>	<b>Perth International Arts Festival</b>
<b>Centre:</b>	
<b>Section:</b>	
<b>Position Number:</b>	
<b>Position Title:</b>	<b>Accountant</b>
<b>Position Classification:</b>	<b>Level 6</b>
<b>Supervisor Title:</b>	<b>Financial Controller</b>
<b>Supervisor Position Number:</b>	

**ROLE STATEMENT**

**Under the direction of the Financial Controller the appointee will be primarily responsible for payroll and end of month reconciliations and will provide a high level of financial and accounting support to the Festival.**

**KEY RESPONSIBILITIES**

- Payroll Ongoing Staff (*PAYG, Super, Payroll Tax*)
- Payroll Casual and Fixed Term Staff (*PAYG, Super, Payroll Tax*)
- Payroll Management of Salary Sacrifice
- Preparation and Issue Payroll Starter Packs for Casual Staff during and related to Festival time\*
- Accounts Receivable (*Invoicing/Debtor Management & Reconciliation*)
- Banking (*Bank Reconciliation, Cash on Hand Reconciliation, Bank Deposits, Receipting of Cheques and Cash relating to film, acquittals and other*)
- Bank (*Monitoring cash requirements and bank balance*)
- Process and manage cash advance acquittals during Festival \*
- Advising bank about cash requirements for per diems during and related to Festival time\*
- Monthly Reconciliation of Balance Sheet Accounts (*Suspense, Advances, Petty Cash, Friends of Festival*)
- Issue of Cash Advances and Floats during and related to Festival time\*
- International payments to Artists (*TT*) \*\* During Festival (assistance provided during festival).

**All staff are expected to demonstrate a commitment to Equity & Diversity and Safety principles**

Details of the University policies on Equity and Diversity can be accessed at <http://www.equity.uwa.edu.au> or by telephoning 6488 2252. Details of the University policies on Occupational Safety and Health can be accessed at <http://www.safety.uwa.edu.au/policies> or by telephoning 6488 3938.

THE UNIVERSITY OF WESTERN AUSTRALIA  
**SELECTION CRITERIA**

**POSITION IDENTIFICATION**

<b>School/Admin Department:</b>	<b>Perth International Arts Festival</b>
<b>Centre:</b>	
<b>Section:</b>	
<b>Position Number:</b>	
<b>Position Title:</b>	<b>Accountant</b>
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<b>Supervisor Title:</b>	<b>Financial Controller</b>
<b>Supervisor Position Number:</b>	

**PREREQUISITES: (Minimum requirements fundamental and indispensable to the duties, e.g. Certificate of Secondary Education).**

- **Applicants who fail to meet prerequisite requirements will not be interviewed.**

Demonstrated ability to

**SELECTION CRITERIA: (Including additional qualifications, training, abilities, knowledge, personal attributes, skills and/or experience that would make highly effective performance of the job more probable)**

Relevant tertiary qualifications or equivalent competency.

Substantial relevant accounting and financial management experience at an appropriate level.

Proficiency in a range of computing skills including spreadsheets, word processing, databases, internet and email.

Ability to work independently, with accurate attention to detail.

Ability to show initiative and work productively as part of a team.

Highly developed organisational skills and ability to set priorities, manage competing demands, and meet deadlines.

Highly developed interpersonal, relationship and communication skills.

Knowledge of and understanding of financial and accounting policy and procedures

Proven experience in working in a team environment.

Positions directly supervised: 0

Number of positions for which responsible: 0

**Closing Date:**

**To submit your application:**

**Email:** Caroline Foster [cfoster@perthfestival.com.au](mailto:cfoster@perthfestival.com.au)

**Post:** Caroline Foster, Operations Director, 3 Crawley Avenue, Crawley WA 6009

**For enquiries:** Contact the Festival office on (08) 6488 8622