

## **JOB DESCRIPTION**

### **SUMMARY INFORMATION**

**Job Title:** ACCOUNTANT  
**Reports to:** Chief Financial Officer  
**Supervises:** Accounts Administrator  
**Location of Job:** Sydney on Gadigal land  
(other locations where Musica Viva has an office may be considered)  
**Appointment type:** Permanent full-time

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### **Musica Viva's Purpose**

Musica Viva exists to create and support a vibrant chamber music sector which is accessible to people of all backgrounds across Australia.

### **Musica Viva's Mission**

An Australia where chamber music thrives and where people of all ages, cultures and communities have access to, and learn to appreciate, the vital role of music in building a stronger, more creative world.

### **Purpose of Position**

The Accountant has responsibility for:

- 1) Maintenance and control of the accounting functions including integrity of the general ledger, internal controls, reconciliations, cash flow and financial reporting.
- 2) Financial support for business units including budget / forecast preparation and monitoring actual spend

### **Reporting/working relationships**

This position reports to the Chief Financial Officer and is responsible for managing the Accounts Administrator. The position works closely with the Project Accountant and staff within business units including ticketing, marketing and operations.

## **DUTIES AND RESPONSIBILITIES**

- 1) Management Accounting
  - Assist with budget / forecast preparation and monitoring actual spend
- 2) Transactional processing
  - Oversee accounts payable and receivable
  - Venue and overseas artist settlements
  - Manage weekly EFT transactions
- 3) Cash / Treasury management
  - Facilitate foreign exchange transactions
  - Maintain Development Fund account
  - Produce and maintain monthly cash flow and balances report
  - Manage Term Deposits

4) Reporting

- Work with the Chief Financial Officer on preparation of annual accounts
- Assist in the preparation of Board papers
- APRA reporting
- Australia Council and Annual report statistics
- Produce and maintain trial balance, management accounts, overhead and ticketing reports
- FBT and workers compensation returns
- Assist with grant acquittals and applications

5) GL maintenance and reconciliations

- Ensure the integrity and accuracy of all financial records
- Create, update and maintain ledger structure and accounting software
- Reconcile ticketing and development income
- Supervise and monitor reconciliation of all balance sheet accounts including clearing, contra, accrual and prepayment accounts
- Maintain fixed asset register

6) Direct and supervise Accounts Administrator

7) Provide cover for Project Accountant in processing and maintaining company payroll

8) Maintain Stradivarius / Australian Music Foundation accounts and assist in the preparation of Board papers and reports

## **COMPETENCIES AND EXPERIENCE OF POSITION HOLDER**

### **Essential Knowledge, Skills, Qualifications & Abilities:**

- Experience in all areas of financial accounting including cash flow, accounts receivable and payable, fixed asset management, GL maintenance, reconciliations, reporting and annual accounts
- Sound knowledge of accounting standards and relevant legislation
- Knowledge of budget / forecast preparation and variance analysis
- A team player with excellent communication and interpersonal skills who works with initiative, commitment and a positive attitude
- Attention to detail and strong analytical, problem-solving and report writing skills
- Proven ability to manage workload with limited supervision to achieve required outcomes within tight deadlines
- Completion of appropriate accounting or financial administration qualification (degree or diploma) with significant progress towards or completion of a professional accounting body membership (preferably CA/CPA)
- Accounting software experience (preferably SAGE) and advanced Microsoft Office skills including Excel, Word and Outlook

### **Desirable Knowledge & Skills:**

- Experience with a CRM system, preferably Tessitura
- Knowledge of Crystal reports / SQL
- An interest in, and understanding of the Australian performing arts environment, and in particular, classical music