

<b>Position Title</b>	Finance & Accounting Officer	<b>Department:</b>	Finance
<b>Level:</b>	Salaried	<b>Primary Location:</b>	Bendigo Stadium 91 Inglis Street, West Bendigo VIC 3550
<b>Reports to:</b>	Finance Manager	<b>Updated:</b>	August 2024



### Organisational Context

Bendigo Stadium Limited (BSL) manages and operates Red Energy Arena, Borough Club, and the St Arnaud Sporting Club. As an organisation we pride ourselves on being a world class sports and entertainment centre, delivering a community focused hub through various sports codes, entertainment events, business functions and family moments.



Red Energy Arena is the home of the Bendigo Basketball Association, Bendigo Braves, Bendigo Spirit and Phantoms Volleyball Club.

### Primary Purpose

Reporting to the Finance Manager, the Finance & Accounting Officer will assist the Finance Manager in the day-to-day operations of the finance function of the business, such as maintaining financial administrative systems, and keeping adequate, complete and assessable records in the improvement of financial procedures.

**Direct Reports**

N/A

**Key Result Areas**

Key Result Area	Responsibility	Measure
<b>Bank Reconciliations</b>	Reconcile all bank accounts in a timely manner	With a zero deviance when balancing records.  Reconciliation of accounts is completed with a zero deviance when balancing records
<b>Accounts Payable</b>	<p>Authorise bank transfers.</p> <p>Ensure suppliers with a scheduled payment date have had invoices reconciled to the statement and are ready for payment.</p> <p>Process payments for Not-for-Profit rebates, employee reimbursements and supplier invoices as directed by the Finance Manager.</p> <p>Review Xero for any old or unpaid invoices.</p> <p>Respond to queries daily regarding accounts payable.</p> <p>Reconcile supplier statements and invoices for payments at end of month.</p>	<p>Data entry completed in a timely manner, with an expectation of 90% or higher accuracy in the data entry process.</p> <p>All data entry is completed as required to allow the production of associated monthly reports.</p> <p>Filing is maintained.</p>
<b>End of Month Processing</b>	<p>Provide assistance to the Finance Manager with month end accounting journals.</p> <p>Assist Finance Manager with month end reporting requirements.</p>	Complete end of month processes in a timely and accurate manner as required.
<b>Accounts Receivable</b>	<p>Process invoice requests sent from all departments.</p> <p>Process all charge cards and send out invoices.</p> <p>Regularly review accounts receivable and follow up any unpaid invoices.</p>	<p>Ensure all accounts receivable are completed accurately as per the required deadline.</p> <p>Ensure all outstanding payments are</p>

		followed up in a timely manner.
<b>Journals</b>	<p>Complete daily journals for running of business and be a backup for certain daily tasks.</p> <p>Process internal journals on an ad hoc basis as requested.</p>	Process journals accurately to the required deadline
<b>Other duties</b>	Assist in other duties in the finance team as and when needed.	Complete ad hoc duties in a timely and accurate manner as directed.
<b>Values</b>	<p>Uphold and demonstrate BSL's vision, mission, and values by upholding our charter at all times.</p> <p>Adhere to BSL systems and procedures as outlined in the policy manual.</p>	Always demonstrate the BSL core values.

#### EQUIPMENT OPERATED, SYSTEMS USED

- Intermediate to advanced computer skills specifically MS Office (Outlook, Word, Excel)
- Experience using Xero

#### EDUCATION AND SKILLS

- Formal education:**
- Minimum Certificate IV (or higher) in Financial Services, Financial Services (Accounts Clerical) or Business (Administration)

- Mandatory requirements**
- Working with Children's Check (WWC)
  - Must satisfactorily pass a Police Check

**Job, specific, skills, experience,**

**Knowledge and abilities:**

**Knowledge and Experience:**

- Minimum two years demonstrated experience in a similar role essential.
- Understanding of general business management principles including operations and finance administration.
- Strong organisational skills with the ability to set and meet deadlines.
- Ability to multitask from day to day keeping on top of general duties.
- An understanding of or experience within hospitality / gaming desirable.

**Required Skills:**

- Excellent oral and written communication skills
- Interpersonal skills to work effectively in a team environment.
- Sound decision-making skills

- An analytical approach to problem solving.
- Excellent organisational and administrative skills including the ability to prioritise.
- Ability to work autonomously and a willingness to accept responsibility.
- A strong customer service focus.
- Strong analytical skills and high attention to detail.
- A willingness to learn.

**Personal attributes:**

- Ability to be accountable for oneself and work effectively within a team environment.
  - Demonstrated commitment to high quality outcomes.
  - Self-motivated with demonstrated ability to work independently as well as in a team environment.
  - Ability to determine priorities consistent with changing demands and competing priorities.
  - Demonstrated ability to use initiative and maintain confidentiality.
  - Strong organisational and administrative skills with a solid attention to detail.
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