



## Assistant Accountant

### Who are we?

Bendigo Stadium Limited (BSL) manages and operates Red Energy Arena, Borough Club, St Arnaud Sporting Club and Swan Hill Indoor Sports and Recreation Centre. As an organisation, we pride ourselves on being a leading sports and entertainment centre, delivering community focused hubs through various sport codes, entertainment events, business functions and family moments supported with delicious cuisines and refreshing beverages.

The Bendigo Stadium (Red Energy Arena) is the home of the Bendigo Braves (Senior and Junior elite Basketball teams), the Bendigo Spirit (Women's National Basketball League team), the Bendigo Strikers (State Netball League) and the Phantoms Volleyball Club (State Volleyball League).

Our Stadium provides a state-of-the-art facility, including a 4000 seat show court arena, ten (10) basketball courts, licensed bistro and café bar, and premier function spaces for all events. The venue hosts 15,000 patrons per week.

### About the role:

The Assistant Accountant plays an important role in supporting BSL's financial management and operational performance. The position is responsible for maintaining accurate financial records, completing reconciliations and accounting processes, assisting with reporting and compliance requirements, and providing reliable financial information and support to enable effective business decision-making.

### What you'll be doing:

- ✓ Support the day-to-day financial operations of BSL across accounts receivable, accounts payable and general accounting processes.
- ✓ Process invoices, charge cards, journals and reconciliations accurately and within required timeframes.
- ✓ Monitor outstanding accounts and follow up payments to support effective cash flow and financial control.
- ✓ Assist with month-end processing, including journals, reconciliations and financial reporting.
- ✓ Maintain accurate financial records and provide reliable information to support business decision-making.
- ✓ Work closely with the Finance Manager and broader Finance team to meet reporting, compliance and operational requirements.
- ✓ Provide backup support across key finance processes and contribute to continuous improvement within the Finance team.

### What we're looking for:

- ✓ Relevant qualifications or studies in Accounting, Finance or a related discipline, with practical experience in an accounting or finance environment.
- ✓ Sound knowledge of accounts payable, accounts receivable, reconciliations, journals and general ledger processes.
- ✓ Strong attention to detail, numerical and analytical skills, with a commitment to accuracy and meeting deadlines.
- ✓ Strong Microsoft Excel and computer skills, with experience using accounting or financial management systems; Xero experience is highly regarded.
- ✓ Excellent organisational and time management skills, with the ability to manage competing priorities.
- ✓ Clear, professional communication skills and the ability to build positive working relationships across the business.
- ✓ A reliable, proactive and accountable approach, with the confidence to take ownership and follow tasks through to completion.

**Why this position:**

This is a fantastic opportunity to join a purpose-driven organisation that sits at the centre of sport, entertainment and community in the Bendigo region. At Bendigo Stadium Ltd, you'll be part of a supportive and collaborative team where your contribution truly matters.

**We offer:**

- A strong values-driven culture built on our "One Team" philosophy
- Opportunities to grow your skills and develop your finance career
- A dynamic and community-focused work environment
- The chance to contribute to an organisation that brings people together through sport and events

**Interested?**

A position description containing further details is available on Red Energy's website.



Apply Now! Send your resume and cover letter to [careers@bendigostadium.com.au](mailto:careers@bendigostadium.com.au)



Applications close **9am Monday 5 October, 2026**. Submit your applications as soon as possible.

A Police Check and Working with Children's Check will be required.

All applications will be handled with strict confidentiality.