

Position Title	Assistant Accountant	Department:	Finance
Level:	Salaried	Primary Location:	Bendigo Stadium 91 Inglis Street, West Bendigo VIC 3550
Reports to:	Finance Manager	Updated:	September 2026



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 the Strikers.



Primary Purpose

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.

Key Result Areas

Key Result Area	Responsibility	Measure
Accounts Receivable	Process invoice requests sent from all departments. Process all charge cards and send out invoices. Regularly review accounts receivable and follow up any unpaid invoices.	Ensure all accounts receivable are completed accurately as per the required deadline. Ensure all outstanding payments are followed up in a timely manner.
Journals	Complete daily journals for running of business. Complete end of month journals for revenue, expenses and depreciation. Process internal journals on an ad hoc basis as requested.	Process journals accurately to the required deadline.
Accounts Payable	Assist with accounts payable processes to ensure timely, accurate and compliant financial transactions.	Support accurate processing of accounts within defined timelines.
End of Month Processing	Provide assistance to the Finance Manager with month end accounting journals. Assist Finance Manager with month end reporting requirements.	Complete end of month processes in a timely and accurate manner as required.
Other duties	Assist in other duties in the finance team as and when needed. Be a backup for certain daily tasks.	Complete ad hoc duties in a timely and accurate manner as directed.
Values	Role model and embed BSL's values, fostering a "One Team" culture. Promote collaboration, accountability and customer-first thinking within the team.	Demonstrated alignment to values through behaviours and leadership. Positive team culture and cross-team collaboration outcomes. Contribution to organisational initiatives and employee engagement.

EQUIPMENT OPERATED, SYSTEMS USED AND PHYSICAL REQUIREMENTS OF ROLE

- Low physical activity
- Excellent PC software skills:
 - Email etiquette and professionalism
 - MS Office Suite including Outlook, Word, Excel, PowerPoint
 - Windows operating system
 - Xero (highly regarded)

EDUCATION AND SKILLS

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| Minimum Qualifications: | <ul style="list-style-type: none"> • Relevant qualifications or studies in Accounting, Finance or a related discipline. • Must hold a Working with Children's Check (WWCC) • Must satisfactorily pass a Police Check • A current Drivers Licence |
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Job, specific, skills, experience, Knowledge and abilities:

Desired Knowledge and Experience:

- Experience in an accounting or finance role, with practical knowledge of day-to-day accounting processes.
- Sound knowledge of accounts payable, accounts receivable, reconciliations, journals and general ledger processes.
- Experience using accounting, payroll or financial management systems, with strong Microsoft Excel skills.
- Understanding of financial controls, reporting requirements and the importance of accuracy, confidentiality and compliance.

Desired Skills:

- Strong attention to detail and a high level of accuracy.
- Strong numerical, analytical and problem-solving skills.
- Well-developed organisational and time management skills, with the ability to meet deadlines.
- Clear and professional communication skills, with the ability to work effectively with people across the business.

Personal attributes:

- Reliable, accountable and committed to delivering high-quality work.
- Proactive and willing to take ownership and follow tasks through to completion.
- Collaborative team player who builds positive working relationships.

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- Discreet and trustworthy when handling confidential financial information.
 - Adaptable, solutions-focused and willing to learn and contribute to continuous improvement.
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