

Finance Officer

Working at the Sydney Symphony Orchestra means you are part of an organisation that has presented music in Sydney and around the world for 90 years. We tour with some of the greatest names in classical music, and present unique on-stage collaborations with performers from across the world of music in our home city.

Our priority is to support live music, our staff and musicians and our loyal customers who demonstrate their rock-solid support every day.

Primary purpose of the role

The Finance Officer is responsible for the timely preparation of bank reconciliations, supporting accounting functions, banking, general ledger management and reporting, daily sales processing and reconciliations, as well as deductible gift recipient administration. This role contributes to the smooth running of the Finance department within the Sydney Symphony Orchestra.

Key accountabilities

- Manage and control bank reconciliations
- Respond to box office and charge back queries.
- Manage some aspects of the General Ledger, including:
 - Musicians' Loans
 - Contra-account transactions
 - General Ledger Accounts reconciliation
 - Payroll entries
 - Sales report reconciliation
 - Financial Accounting
- Post and reconcile Tessitura (CRM System) daily sales
- Prepare and reconcile weekly event settlements
- Reporting and administration of DGR
- Raise and process accounts receivable invoices
- Manage accruals and prepayment schedules
- Assist in end-of-month reporting
- Participate and contribute to the yearly external audit
- Assist with preparing BAS and APRA reporting
- Post core funding journals

Qualifications and Skills

- Experience in accounts receivable and bookkeeping
- Qualified accountant with CPA/CA accreditation or currently studying towards it is highly valued
- Accurate numerical skills
- Strong attention to detail
- Excellent time management and work prioritisation skills
- Willingness to learn and develop accounting and finance skills
- Highest possible ethical standards in all aspects of professional life
- Accounting software experience (preferable SUN) and proficiency in Microsoft Office suite, particularly Excel
- Good written and verbal communication skills

Development

- Professional development in specialist accounting areas, including financial reporting
- Develop organisational team-working skills

To apply please send a **CV and Cover Letter** to recruitment@sydney-symphony.com by 11.59pm on Sunday 11 February.