


POSITION TITLE	Assistant Accountant
REPORTS TO	Financial Controller
CLASSIFICATION	Administrator
LAST UPDATED	March 2022
STAFF MANAGEMENT	N/A
LOCATION	Melbourne, VIC
ENVIRONMENT	<p>AFL SportsReady is a national not for profit employment and education organisation that has facilitated employment, education and training for thousands of Australians since 1994. While having a history of excellence in the football industry, we now work across sectors including the arts and creative industries, education, business and broader sports and recreation.</p> <p>We continue to increase our footprint through our growing Aboriginal and Torres Strait Islander employment programs, the expansion of the work we do through our Registered Training Organisation, SportsReady Education, and our well established ArtsReady program. </p> <p>AFL SportsReady is governed by a volunteer Board of Directors, and has a passionate staff team of over 80 people. With offices in all states across the country, we enjoy excellent relationships with a range of corporate partners, all levels of Government and community.</p>
VALUES	<p>AFL SportsReady's values represent who we are, and what we hold as most important. Our values are:</p> <p>Respect - we listen to and learn from others Excellence - we strive for excellence in all that we do Pride - we have pride in what we do and where we work Ethics - we are ethical in our decision-making and behaviour Accountability - we do what we say we will do Team - together we are more than the sum of our parts</p>
PRIMARY PURPOSE OF THE ROLE	<p>The Finance department oversees and manages the financial strategy, management and processes for AFL SportsReady.</p> <p>This position will assist the finance team with various functions including Bank and Balance Sheet account reconciliations, Accounts Receivable transactional tasks and debt collection, and assistance with month end, reporting, budgeting and audit tasks.</p> <p>The focus areas of this role include:</p> <ol style="list-style-type: none"> 1. Bank and Balance Sheet account reconciliations; 2. Customer invoicing and debt collection; 3. Month end, reporting, budgeting and audit tasks; 4. Support system and process review and improvement; and 5. Other duties
KEY RESPONSIBILITIES	<p>Bank and Balance Sheet account reconciliations</p> <ul style="list-style-type: none"> • Reconciles bank statements with incoming and outgoing monies, producing and maintaining monthly reconciliation reports

	<ul style="list-style-type: none"> Processes payments for government claims in accounting system, and marks these claims as paid in internal systems Manages reconciliations of key customer accounts, both monthly and on request, including producing reports estimating future spend Reconciles Balance Sheet accounts on a monthly basis <p>Customer invoicing and debt collection</p> <ul style="list-style-type: none"> Manages regular invoicing of AFLSR host employer fees and student enrolment fees Performs checks and balances on rates and hours on regular invoicing using AFLSR's trainee management system, DINOS Raises invoices through financial system periodically and in response to external and internal requests Manages monthly direct debit invoicing Distributes invoices to relevant parties, maintaining up to date contact details Manages AFLSR's debt collection process, including contacting Hosts requesting payment, and escalating where appropriate with internal stakeholders to recover unpaid monies Manages and resolves invoicing queries from internal and external stakeholders Produces fortnightly debtors report for Financial Controller and other internal stakeholders <p>Month end, reporting, budgeting and audit tasks</p> <ul style="list-style-type: none"> Processes regular monthly income and expenditure journals, including transactions relating to staff and trainee payrolls Assists Financial Controller in review of monthly P&Ls to ensure all revenue and costs captured correctly Assists Financial Controller with budgeting and forecasting tasks as required Assists Financial Controller in preparation of reports and information required for annual financial audit Liaises with external auditors where appropriate <p>Support system and process review and improvement</p> <ul style="list-style-type: none"> Works with Financial Controller, administration and systems team members to review and improve current finance and accounting systems Works collaboratively with administrative team members, providing support to complete activities such as grants claiming as required Provides input and feedback on potential improvements to current processes and procedures Provides training, advice and support to internal stakeholders regarding policies and procedures around Finance processes <p>Other duties</p> <ul style="list-style-type: none"> Provides back-up support to other team members where required (e.g. during leave) The employee may be expected to perform other duties as required This position is expected to participate in key company activities such as budgeting, forecasting and month end reviews and state meetings
Experience, Knowledge and Qualifications	<p>Essential</p> <ul style="list-style-type: none"> Prior experience in a financial administration role Knowledge of accounting systems and processes, including experience with processing journals and performing bank reconciliations Excellent communicator & experienced in building rapport with people at all levels of the organisation Ability to prioritise and balance multiple priorities simultaneously

- Demonstrated understanding and practice of respect for people across a range of backgrounds and cultures
- Proficiency in Microsoft Office applications
- Tertiary qualification in business studies or accounting

Desirable

- Prior experience in an assistant accountant role
- Either just started or looking to start a professional accountancy qualification
- Knowledge of Microsoft Dynamics 365 accounting system

AFL SportsReady is committed to providing and maintaining a working environment which is safe and without risk to the health of its workers. AFL SportsReady employees are required to maintain their 'up to date' COVID-19 vaccination status in accordance with the Australian Technical Advisory Group on Immunisation (ATAGI) recommendations.