



## Senior Finance Officer

**Do you want to work in the successful, exciting and ever-changing media and arts industry?**

**Well, this is the perfect chance for anyone wanting to take that first step into a whole new world of possibilities.**

**Goolarri Media is seeking employ a full-time senior finance officer and you could be that person.**

Duties include:

- \* Fortnightly Payroll
- \* Manage accounts receivable and payable
- \* Company tax obligations

Applicant must possess the following;

- C Class license
- Excellent customer service
- Previous experience in bookkeeping or a similar role is required

The Senior Finance Officer assists with the efficient operation of the organisation by performing sound bookkeeping, payroll, reconciliations and administrative duties, ensuring accurate and up-to-date records are fully maintained, and to undertake and complete tasks by due dates for reporting purposes and the requirements of the organisation.

To find more details including a detailed job description, please see [www.goolarri.com.au](http://www.goolarri.com.au)

To apply please email your resume to [jodie.bell@gme.com.au](mailto:jodie.bell@gme.com.au)

Applications will remain open till the position is filled.

GME is an Equal Opportunity Employer

First Nations people are encouraged to apply



## **ROLE DESCRIPTION**

Role Title: Senior Finance Officer

Reports to: Finance Manager

## **PURPOSE OF THE ROLE**

To assist with the efficient operation of the organisation by performing sound bookkeeping, payroll, reconciliations and administrative duties, ensuring accurate and up-to-date records are fully maintained, and to undertake and complete tasks by due dates for reporting purposes and the requirements of the organisation.

## **DUTIES AND RESPONSIBILITIES**

1. Manage accounts receivable including preparation and issuing invoices, follow-up on late accounts, maintain debtor records and receipt of payments.
2. Maintains bank account records including bank reconciliations and banking duties.
3. Manage accounts payable including issuing of purchase orders, maintaining creditor records and payments in accordance with supplier terms.
4. Responsible for the day-to-day administration of payroll including salaries, leave, allowances, deductions, superannuation and maintaining staff and payroll records.
5. Ensure all appropriate authorisations are obtained for payments to be made.
6. Prepare BAS and IAS statements and submit in accordance with reporting taxation obligations.
7. Maintain petty cash including disbursements, reconciliation and replenishing.
8. Assist with the preparation of financial and statutory requirements including internal and external reporting.
9. Effectively communicate with customer, supplier and internal queries and respond accordingly.
10. Provision of regular reports as instructed.
11. Perform daily mailing and reception duties as required.
12. Assist with the organisation's asset management including record keeping, repairs and maintenance of all property, equipment and motor vehicle requirements.
13. Maintain stationery and office supplies for the organisation.
14. Maintain the organisation's IT requirements and the Finance section software system requirements.
15. Assist with the upkeep of the organisation's documents including scanning, filing and archiving of paper and electronic data.
16. Comply with the organisation's policies, procedures as updated, superseded or issued from time to time and all legal requirements.
17. Undertake any other specific duties as required including assisting with the organisation's projects from time to time.