



POSITION DESCRIPTION
ACCOUNTS ADMINISTRATOR
(PART-TIME CONTRACT POSITION)

ORGANISATION

Business Events (BE) Perth is the peak industry body responsible for marketing Western Australia as a destination for conventions, corporate meetings and incentive travel groups.

POSITION OBJECTIVE

Reporting to the Director Corporate Services, the Accounts Administrator assists in the management of Business Events (BE) Perth's day to day financial and accounting functions and assists in the timely production of financial reports to meet board requirements.

REPORTING RELATIONSHIPS

The Accounts Administrator reports to the Director Corporate Services.

MAIN RESPONSIBILITIES

Internal:

- Maintain accurate monthly financial files and records in accordance with company standards.
- Perform all functions relating to accounts payable and receivable including the accurate coding and posting of purchase/invoices and reconciliation of accounts on a monthly basis.
- Manage the general ledger and subsidiary accounts.
- Prepare and reconcile multiple bank accounts and balance sheet items.
- Record and reconcile corporate credit cards.
- Accurately follow budgets and record month end journals.
- Prepare monthly reports on event funding allocations and other liabilities for external reporting purposes.
- Effectively assist with Superannuation, BAS and IAS reporting requirements in accordance with company policies and procedures and in line with ATO requirements as and when directed.
- Record and prepare FBT reports to audit standard.
- Work with the Business Development team to ensure business event funding documentation is correct and meets external audit standard.
- Prepare all relevant financial information for external auditors to assess at financial year end.
- Order stationery supplies and conduct associated administrative duties.
- Ability to assist with payroll related duties as directed.
- Answering and directing incoming telephone enquiries.



External:

- Liaison with external parties including debtors and creditors as required.
- Liaison with external suppliers of BE Perth office equipment, stationery etc. as directed.

Key Result Areas:

- Key result areas relate to the provision of accurate financial reports and accounts support together with any special projects and tasks that you may be required to undertake from time to time, including but not limited to end of financial year audit.

PERSONAL ATTRIBUTES

The employee must maintain strict confidentiality in performing the duties of the Accounts Administrator and must embrace the following personal attributes:

- Trustworthy and honest, with sound work ethic.
- Efficient and highly organised, with strong time management skills and the ability to prioritise tasks.
- Cooperative and flexible attitude with a willingness to assist others in a considerate and proactive manner.
- Willingness and positive outlook to taking on new tasks as required to assist and fulfill the complete financial requirements within the organisation.
- Courteous and respectful to others, with a willingness to participate in team activities.

SKILLS

- Extensive knowledge of accounting procedures / practices and strong accounting and bookkeeping skills.
- Ability to adhere and work to tight deadlines.
- High level of numeracy and analytical skills.
- Ability to work with excel spreadsheets at a highly proficient level.
- Ability to produce highly accurate work with a strong attention to detail.
- Ability to exercise effective judgment and act with discretion.
- Ability to prioritise tasks and work on multiple projects simultaneously.
- High level of written and verbal communication ability.
- Ability to work effectively as a member of team and take advice accordingly.
- Self-starter with excellent people skills and ability to establish and maintain healthy working and professional relationships with suppliers and industry partners.
- High level of computer literacy with proficiency in MYOB Advanced or ERP accounting systems and Microsoft Office applications.



KNOWLEDGE & EXPERIENCE:

- 7+ years' experience in a bookkeeping/finance role.
- Excellent knowledge of the MYOB Advanced or ERP system is highly advantageous.
- Up to date knowledge in relation to preparing FBT reports.
- Experience in preparing quarterly BAS statements and other ATO reports as required.
- High level of knowledge in Excel.
- Experience in drafting preliminary reports for Boards and Executives.

QUALIFICATIONS

Relevant TAFE and/or tertiary qualifications in accounting/finance is mandatory.