

## Position Description

|                          |   |
|--------------------------|---|
| <b>Position</b>          | Assistant Accountant                      |
| <b>Company</b>           | Queensland Music Festival Pty Ltd         |
| <b>Location</b>          | 5/144 Montague Road, West End, 4101       |
| <b>Reports to</b>        | Head of Finance and Business Intelligence |
| <b>Department</b>        | Finance                                   |
| <b>Employment status</b> | Fixed term (3 years), full-time           |

### Background

QMF is a strategic music agency, helping Queensland communities by designing new solutions to social, cultural, and economic challenges. In 2023, **QMF launches Queensland Music Trails**, a world-first music tourism initiative, part-funded by the Queensland Department of Tourism, Innovation and Sport. Trails are driveable itineraries of bespoke, placemaking music events, designed to disperse visitation to our unique regional communities, and drive cultural, economic, and social outcomes for those communities.

### Purpose

Our purpose is to enhance and showcase the rich cultural life of Queensland through music.

### Vision

Our vision is that by 2032, Queensland Music Trails will be an essential part of the state's tourism ecosystem, and a key offering to international visitors during the Olympic Games.

### Values

- **Courage** – to persist with challenges that come with trying to make a difference.
- **Impact** – to concentrate our efforts on actions that make a positive difference.
- **Integrity** – to be united and consistent in our efforts to be in right relationship with others.

### Position Purpose

The Assistant Accountant plays a key role supporting the Head of Finance and Business Intelligence and Finance Operations Manager, with ensuring the timely and accurate processing of accounts payable, preparation of month-end processing and payroll.

This role requires financial acumen and proficiency in general accounting processes and some payroll experience.



# QLD MUSIC TRAILS

## Responsibilities

| Area                               | Responsibilities  |
|------------------------------------|---|
| <b>Accounts payable/receivable</b> | <ul style="list-style-type: none"> <li>• Accurate and timely processing of accounts payable (and to a smaller degree - receivables), with assistance from the Finance Operations Manager, ensuring correct authorisation, account coding, reconciliation, processing in Approval Max and payment of suppliers within agreed timelines.</li> <li>• Creating new vendor records.</li> <li>• Perform supplier account reconciliations and resolve discrepancies.</li> <li>• Assist internal stakeholders to ensure purchase orders and requisitions are completed accurately and in a timely manner.</li> </ul>  |
| <b>Month end processing</b>        | <ul style="list-style-type: none"> <li>• Assist the Finance Operations Manager with completing month-end close processes including reviewing monthly journals, reporting, and P&amp;L.</li> <li>• Perform daily bank reconciliations and credit card reconciliations, including follow up with internal and external stakeholders to ensure minimal unreconciled items exist at the end of each month.</li> </ul>   |
| <b>Payroll</b>                     | <ul style="list-style-type: none"> <li>• Assist with Payroll processing as required e.g.: ensuring appropriate authorisation is received for all payroll processing, including superannuation, timesheets, changes to pay and new appointments.</li> <li>• Maintaining confidentiality of payroll matters at all times.</li> <li>• Ensuring integrity of payroll data.</li> </ul>   |
| <b>General</b>                     | <ul style="list-style-type: none"> <li>• Collaborate with the finance team to ensure compliance with accounting standards and company policies.</li> <li>• Conduct internal audits across finance controls, policies, processes, and systems.</li> <li>• Identify operational efficiencies to improve business productivity.</li> <li>• Attend to general administration matters as required e.g.: staff reimbursement, filing and other administrative matters allocated by the Head of Finance and Business Intelligence or Finance Operations Manager.</li> <li>• Perform other accounting entries and reconciliations as directed by the Head of Finance and Business Intelligence and Finance Operations Manager.</li> </ul> |
| <b>Stakeholder Relationships</b>   | <ul style="list-style-type: none"> <li>• Develop and maintain positive relationships with internal stakeholders, such as Programming and Technical, Tourism, Development and Engagement, Marketing and Communications and Ticketing/Box Office to ensure seamless finance customer service.</li> </ul>  |
| <b>Organisational requirements</b> | <ul style="list-style-type: none"> <li>• Role model QMF values and demonstrate professional standards and ethical behaviour.</li> <li>• Comply with QMF policies and procedures, including Workplace, Health and Safety directives and practices and Employee Code of Conduct.</li> <li>• Maintain an environment that is respectful and inclusive, and free from harassment, discrimination, and bullying.</li> </ul>  |



# QLD MUSIC TRAILS

## Selection Criteria

### Education/Certification/Essentials

- Undergraduate degree in Accounting

### Job Knowledge/Ability

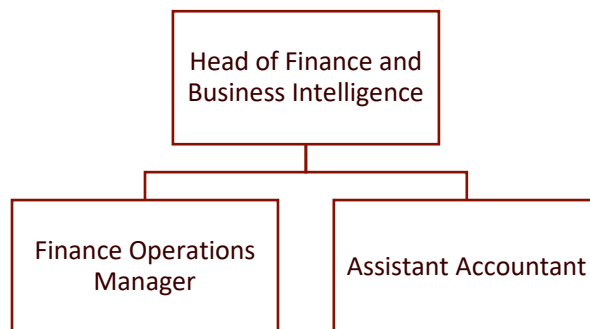
- Previous experience working in a similar, Finance Officer / Assistant Accountant position, equivalent to two (2) years.
- Sound knowledge of reconciliations and accounting principles.
- Experience in Xero highly desirable, and Approval Max.
- Strong accuracy and attention to detail.
- Excellent communication skills - approachable and helpful
- Self-motivated and thrives in a busy environment, is resourceful and meets deadlines.
- Collaborative team player
- Proficiency in digital literacy including common software tools (O365)

## Competencies

|                                  |  |
|----------------------------------|--|
| <b>Achievement</b>               | <ul style="list-style-type: none"><li>• Defines ambitious, but realistic goals</li><li>• Works while meeting quality and performance standards</li><li>• Promptly and efficiently completes work to timelines</li></ul>  |
| <b>Teamwork</b>                  | Work with others toward a shared goal, participating actively, sharing responsibility and rewards, and contributing to the capability of the team.   |
| <b>Stakeholder relationships</b> | <ul style="list-style-type: none"><li>• Establishes relationships with colleagues through effective communication and shows a willingness to cooperate</li><li>• Recognises the importance of relationships for achieving goals</li></ul>  |
| <b>Communication</b>             | <ul style="list-style-type: none"><li>• Maintains positive relationships through active listening and effective communication</li><li>• Reviews documentation, edits materials, and provides suggestions to improve clarity while ensuring documents are targeted to the intended audience</li></ul> |
| <b>Agility</b>                   | Demonstrate open-mindedness with proposed or implemented changes, and flexibility when faced with uncertainty or ambiguity.  |
| <b>Pursues growth</b>            | Pursues opportunities for personal and professional growth through learning and development of self-awareness, reflective practice, and industry knowledge.  |
| <b>Analysis</b>                  | Evaluate data and information from a variety of sources and perspectives through research, integration, and analysis<br>Apply critical thinking skills to identify and solve problems, inform judgments, make decisions, reach well-reasoned conclusions, and make recommendations where applicable  |



## Reporting Relationships



## Key Stakeholders

| Internal                    | External   |
|-----------------------------|--|
| Finance team                | Vendors, suppliers                                     |
| Business Operations Manager | Contractors, sub-contractors                           |
| QMF employees               | Auditors   |
|                             | Government (Local)                                     |
|                             | Regional communities                                   |
|                             | Non-Government Organisations (community organisations) |

## Approval and review

|           |   |
|-----------|---|
| Version 1 | 10/11/2023  |
| Approval  | Breeze Guo, Head of Finance and Business Intelligence |
| Review    | November 2024   |

