

ROLE DETAILS	
TITLE	Assistant Accountant
DEPARTMENT	Finance
LOCATION	Venues NSW Head Office - Moore Park
REPORTS TO	Financial Controller
TYPE	Employee
CLASSIFICATION	Full Time

1. VENUES NSW PURPOSE

Venues NSW was formed in December 2020 and is a commercially focused agency of the NSW Government. We have the responsibility and privilege of hosting the biggest and best sporting and live entertainment events for the people of NSW, hosting 5 million people at 500 events across our five distinct precincts, six stadiums and two entertainment centres.

2. ROLE PURPOSE

The Junior Accountant supports the Financial Controller across financial and management accounting, budgeting and reporting for Venues NSW.

3. KEY ACCOUNTABILITIES

- Preparation of daily and monthly reconciliations
- Support preparation of daily cashflow balances
- Payment reconciliations
- Support Month-end process including correct usage of General Ledger Accounts across the business.
- Generating and distributing sales invoices
- Accounts receivable management
- Support the Coupa process including Merivale invoicing across the business.
- Process and maintain motor vehicle and travel transactions and records.
- Liaise with both internal and external auditors.
- Compliance with internal controls and statutory requirements in relation to Venues NSW.
- Reconcile creditor statements against accounting records.
- Maintain supplier data base to ensure the integrity and currency of accounts information.
- Checking delegations are correct for order of goods and services.
- Ad hoc duties as required.

*** This is a non-exhaustive list and may vary as business needs change.**

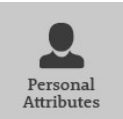

4. KEY CHALLENGES




- Providing for various internal and external reporting demands and conflicting deadlines from key stakeholders including the Board, Leadership team and Managers.
- Maintaining detailed and current knowledge of financial and management accounting and budgeting procedures and methodologies, Australian Accounting Standards, Treasury guidelines and legislative and other compliance requirements relating to Public Non-Financial Corporations.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Financial Controller	<ul style="list-style-type: none"> • Receive direction related to key accountabilities and responsibilities of the role. • Provide timely and accurate advice, input and support on financial matters.
Finance & Business Manager	<ul style="list-style-type: none"> • Provide timely and accurate information and support for reporting on financial matters.
Venue Finance Officers	<ul style="list-style-type: none"> • Provide information as requested. • Liaise in regard to credit card information, sales invoicing and debtors
Management and Executive Team	<ul style="list-style-type: none"> • Provide information as requested. • Liaise in regard to credit card information, sales invoicing and debtors
External	
Audit Office	<ul style="list-style-type: none"> • Provide supporting information as part of the audit of the early close and year end Statutory Accounts
Vendors	<ul style="list-style-type: none"> • Establish and maintain strong relationship with VNSW suppliers
Customers	<ul style="list-style-type: none"> • Establish and maintain strong relationship with VNSW debtors

6. CAPABILITIES OF THE ROLE

CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 Personal Attributes	Display Resilience and Courage Act with Integrity Manage Self Value Diversity and Inclusion	Intermediate Intermediate Adept Intermediate
 Relationships	Communicate Effectively Commit to Customer Service Work Collaboratively Influence and Negotiate	Adept Adept Adept Intermediate

 Results	Deliver Results Plan and Prioritise Think and Solve Problems Demonstrate Accountability	Adept Adept Adept Adept
 Business Enablers	Finance Technology Procurement and Contract Management Project Management	Adept Adept Intermediate Intermediate
 People Management	Manage and Develop People Inspire Direction and Purpose Optimise Business Outcomes Manage Reform and Change	N/A N/A N/A N/A

7. FOCUS CAPABILITIES OF THE ROLE

CAPABILITY GROUP AND NAME	BEHAVIOURAL INDICATORS
Personal Attributes <i>Manage Self</i>	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
Relationships <i>Communicate Effectively</i>	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships <i>Work Collaboratively</i>	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results <i>Plan and Prioritize</i>	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses Ensure current work plans and activities support and are

	<p>consistent with organisational change initiatives</p> <ul style="list-style-type: none"> Evaluate achievements and adjust future plans accordingly
<p>Results <i>Demonstrate Accountability</i></p>	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that actions of self and others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others Conduct and report on quality control audits Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
<p>Business Enablers <i>Finance</i></p>	<ul style="list-style-type: none"> Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions Understand and apply financial audit, reporting and compliance obligations Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate Seek specialist advice and support where required Make decisions and prepare business cases paying due regard to financial considerations

8. ROLE DIMENSIONS

<p>Decision Making</p>	<ul style="list-style-type: none"> The Junior Accountant operates with limited autonomy regarding decision making to carry out the role. Decisions on matters outside the scope of responsibility or with high potential impact are escalated to the Financial Controller
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9. QUALIFICATIONS/EXPERIENCE

<p>Essential</p>	<ul style="list-style-type: none"> Formal Tertiary Accounting Qualification.
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10. POLICIES

<p>In accordance with the Code of Ethics and Conduct for NSW Government sector employees Venues NSW has formalised a suitable code of conduct for its employees and contracted activities. It is the responsibility of staff to know, understand and comply with all ethical and legal obligations that apply to them.</p>
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11. OTHER REQUIREMENTS

- Flexibility in work hours including weekends, public holidays and out of hours work
- Must attend staff training, workshops and meetings as and when required

Name: _____ Signature: _____

Date: _____

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ROLE TYPE	Employee
DIVISION	Finance
ANZSCO CODE	221111
PCAT CODE	1233331
DATE	September 2023