

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: Accounts Payable Administrator
Location of Job: Sydney on Gadigal Land
Appointment type: Part-time permanent (3 days or 22.5 hours per week – Mon, Thurs, Fri preferred)
(Hybrid & Flexible working available)

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

Purpose of Position

To undertake a range of clerical accounting functions across all Musica Viva Australia activities.

Reporting/working relationships

This position reports to and assists the Accountant. It also has strong working relationships with the Accounts Assistant, other members of the Accounts team and the CFO. Due to the responsibilities of the position, there is also frequent interaction with all State offices and Departmental staff.

Responsibilities:

- Managing Accounts Payable activities:
 - Enter supplier invoices into Sage Intacct
 - Preparation of weekly payments in line with invoice due dates
- Manage the accounts email box/queries with internal and external clients.
- Distributing invoices to other departments
- Reconciliation of venue settlements for public performances
- General debtor management/MVAIS
- Oversight of creation of invoices by Accounts Assistant, including Musica Viva in Schools invoicing (EDU)
- Processing of staff expenses
- Provide cover for Accounts Assistant when absent

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.

- Take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Where reasonably and lawfully required, be fully vaccinated against COVID-19, including being up to date with any recommended booster shots.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training from time to time.

Knowledge, Skills, Qualifications & Abilities

- Minimum 3 years' experience in an accounts department of an Australian company.
- Accounting software experience (preferably SAGE/Accpac).
- Very high level of excel knowledge.
- High level of analytical skill.
- Ability to work under pressure, with attention to detail and limited supervision.
- A team player who works with initiative, commitment and a positive attitude.
- Excellent oral and written communication skills, including pleasant telephone manner.
- Ability to think clearly.
- An eye for detail and an ability to manage workload to achieve outcomes, within tight deadlines.
- Experience with a CRM system, in particular, Tessitura Accounts desired.
- Administration qualifications desired.
- An interest in, and understanding of the Australian performing arts environment, and in particular, classical music.

To apply:

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the essential and desirable qualities detailed above to jobs@musicaviva.com.au.

Note: In the subject of the email add the following code **APA25 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the roles and MVA please contact Michael Brewer, Chief Financial Officer by email mbrewer@musicaviva.com.au or Jennifer McCleary People & Culture Manager by email jmccleary@musicaviva.com.au

Musica Viva Australia is a family friendly and flexible employer committed to equity and inclusion. We welcome and encourage applications from First Nations people, people who identify as having disability, people who identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

If at any stage of the process you require any adjustments due to disability or having access needs, please let us know.

Applications close: 17 February 2025