

## Accounts Officer

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<b>Title:</b>	Accounts Officer
<b>Basis of Employment:</b>	Part Time (0.6 FTE); continuing position
<b>Reports to:</b>	Finance Accountant
<b>Direct Reports:</b>	None

### ABOUT US

Steeped in history and hosting over 90 events for over 400,000 people each year, Kardinia Park is an icon of the Geelong region.

GMHBA Stadium is now a true multipurpose venue that is utilised all year round. As well as being the home of the Geelong Cats, we host A-League Soccer, Big Bash Cricket, NRL, local football finals and community events such as carols, Movie Night and the Festival of Sport. As a Victoria Government statutory authority, the Kardinia Park Stadium Trust has an over-arching objective of contributing to the economic, community, and liveability benefits to Geelong, that arise from the use of the stadium. We work hand in hand with City of Greater Geelong Council, who manage the park land daily, and on major event days we take control of the precinct. The Geelong Football Club is our major tenant, and we have several tenants working out of Sports House such as Barwon Sports Academy, Leisure Networks, Basketball Victoria (Country).

Our people, being our greatest asset, think big and work hard to ensure we maximise the return on the State Government's investments. We do this through our values of courage, accountability, integrity, equity, care and collaboration. Our people culture supports innovation and growth, celebrates success, and eliminates exclusion. We provide exceptional customer service, create strong partnerships, and attract exciting events to the stadium.

Be it entertainment, community or elite sport, work, or play, we are the home of inclusive experiences and Australia's Best Regional Stadium.

### OUR VALUES

<b>Integrity:</b>	Be authentic and have best intentions for the Trust.
<b>Courage:</b>	Be bold, be yourself and reach beyond boundaries.
<b>Care:</b>	Be genuine in your approach, show compassion and trust in all that you do.
<b>Collaboration:</b>	Seek diverse input to reach the common goal.
<b>Accountability:</b>	Own your process and stand by your outcome
<b>Equity:</b>	Learn and understand from each other and create opportunities.

### OUR BENEFITS

We offer a friendly, welcoming team environment where continued support, training and generous employee benefits are provided. Free and confidential Employee Assistance Program; Mental Health Program; Reward and Recognition Programs; Professional Development Flexible Working Arrangements; Inclusion and Diversity, High Performing Organisation, Excellent Facilities in Central Location and much more.

Kardinia Park Stadium Trust is an equal opportunity employer, celebrating diversity and a commitment to creating an inclusive environment for all employees.

<https://www.kardiniapark.vic.gov.au/about-the-trust/careers/>



## ABOUT THE ROLE

The Accounts Officer role forms part of the Finance and Corporate Services team, reporting to the Finance Accountant and is responsible for providing accounting and administration support required by the Trust. The Accounts Officer will be comfortable with general accounting concepts and principles and work closely with the Finance Accountant to ensure the Finance and Corporate Services team is able to deliver on its objectives. They will have a strong attention to detail, be innovative in their approach and have a strong focus on providing quality financial reporting and support.

To be successful in this role the Accounts Officer must be committed to supporting and growing a business that embraces knowledge sharing, professionalism and high standards of customer care and service.

## POSITION RESPONSIBILITIES

- Timely and accurate processing of all invoices and payments to our suppliers in a timely manner.
- Reconciliation of supplier statements to accounts payable ledger at month end
- Proactive management and reduction of invoice discrepancies
- Produce and distribute all revenue invoices for the Trust, along with the preparation of monthly debtor reports.
- Advise on cost codes to be used for supplier payments and purchase order preparation.
- Prepare weekly and monthly bank and credit card reconciliations.
- Provide financial system support to the organisation.
- Generation of accurate reports for internal stakeholders.
- Administer fortnightly timesheet entry for our Casual workforce.
- Participate in the annual external audit process, liaising with auditors when required.
- Providing ongoing support to the wider Finance team.
- Strive to work efficiently by continuously seeking to improve processes and procedures.
- Managing office supplies stock and placing orders.

## OHS RESPONSIBILITIES

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not willfully or recklessly interfere with safety equipment.

## SUCCESS PROFILE

Our ideal candidate would be able to demonstrate the following criteria. There is no need for candidates to address each criterion.

### Qualifications, Skills, and Experience

- Experience in a similar role and solid understanding / knowledge of bookkeeping and accounts payable principles
- Proficient knowledge in Microsoft applications and mainstream accounting software.
- Ability to deal with multiple tasks simultaneously.
- Fantastic communication & interpersonal skills; confidence in dealing with other departments & suppliers.
- A strong customer service orientation and a positive 'can do' attitude.
- Self-drive to achieve shared team goals, but also able to work autonomously

### Special Requirements

- Working with Children check
- Satisfactory Police Check may be required

### Personal, Values and Behavioral Attributes

- Ability to demonstrate behavior consistent with the Trust's corporate values.
- Ability to work unassisted and manage complex workloads and competing priorities.
- Ability to work collaboratively.
- Ability to work with multiple accountabilities
- High level verbal and written communication skills, with strong attention to detail and documentation
- Ability to build and maintain excellent relationships with stakeholders
- Commitment to team work to achieve shared objectives



- Commitment to maintaining a safe environment through careful risk management
- Ability to think strategically, analyse problems, and respond creatively with proposed solutions
- Strong understanding of customer service principles, including their application in an event setting, and delivering a great customer experience

#### **Environmental, Health and Safety Responsibilities**

- To comply and cooperate with KPST's HSE policies, procedures, and instructions
- To follow agreed safe systems of work, including using appropriate PPE (Personal Protective Equipment) as required
- To report hazards, injuries, and incidents
- To participate in safety training, activities, and meetings
- To work in a manner that maintains the health and safety of the employee and of other persons

#### **REPORTING RELATIONSHIPS**

##### **Functional Reporting:**

- Finance Accountant
- General Manager – Finance & Corporate Services

#### **LOCATION**

This position will be based at Kardinia Park in Geelong, Victoria. Occasional work from home and or other locations may be required or allowed as per Trust policies.

#### **OTHER RELEVANT INFORMATION**

- The position will be subject to an annual performance appraisal;
- Appointment to the position is subject to a 6-month probationary period;
- The successful applicant will be required to provide evidence of their right to work in Australia e.g. tax file number, copy of Birth Certificate or Passport and Visa;
- A National Police Check may be required throughout your employment with the Trust;

#### **PRIVACY STATEMENT**

*Making an application for this position requires that you consent to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position.*

*At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner.*

*Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position.*

*All unsuccessful applicants' documentation will be destroyed three (3) months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed.*

*Successful applicant details become employment-related information and will be placed on the successful applicant's Personal File. The Kardinia Park Stadium Trust may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes*



**CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

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<b>Immediate Manager:</b>	
<b>Position:</b>	
<b>PD Approval Date:</b>	14 April 2021

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I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document, which forms part of my employment contract.

Additionally, I agree to notify KPST Management immediately of any change in my capacity to meet the inherent requirements outlined in this position description, such as changes in:

- Drivers license status (where applicable to role);
- Police Check status.
- Working with Children Check status.
- Capacity to fulfil inherent requirements of the role.

**Employee Name:**

**Position Title:**

**Signature:**

**Date Signed:**

**DISCLAIMER**

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

