



Finance Assistant

Apply today for this substantial part-time role in our dynamic and purposeful organisation!

As home of the AGC and ASPA Education, the Australian School of Performing Arts is committed to enriching the lives of those in our community and workplace by fostering an outlook that is forward thinking and adaptable. We pursue excellence through collaboration, creativity and respect in our workplace, our classrooms and on the stage. ASPA is the home of the 6,500 strong Australian Girls Choir (AGC) and leading Performing Arts program providers ASPA Education and Raw Energy Dance Education (REDed). With offices in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney, and more than fifty part-time and full-time roles, we are on often on the lookout for dynamic team members. As ASPA continues to grow our offerings, including international expansion in 2024, we are on the look out for a Finance Assistant to join our team.

This permanent part-time role is based in the Kew East Head Office (30 hours per week preferred).

As our Finance Assistant you will:

- Raise debtor invoices
- Assist with bank and payment reconciliations
- Assist with Accounts Payable processing and reconciliation
- Assist with month end processing and Balance Sheet reconciliations
- Process resignation fee refunds
- Complete other duties within the team as required
- Build positive working relationships

The successful applicant will:

- Preferably, have some experience in a similar role
- Have an affinity with numbers
- Utilise your accuracy and meticulous attention to detail to manipulate, process and reconcile data across multiple applications
- Be process driven, methodical and self-motivated
- Be able to touch type and demonstrate an intermediate level of proficiency in Excel
- Have experience with Outlook mail and calendar
- Communicate with other departments in a friendly and empathetic manner
- Have excellent written and interpersonal communication skills – fluent English is necessary
- Demonstrate time management skills with the ability to meet deadlines, set priorities and operate both independently and in a team environment
- Work closely with our Finance Manager and Assistant Accountant; enabling them to thrive in their roles by providing them with high quality assistance and support
- Have a valid Working with Children's Check
- Be flexible and adaptable, with a "can do" attitude
- MYOB Advanced or Xero experience is favourable

About the role:

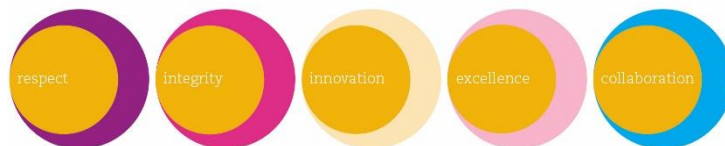
This role is able to be fulfilled with a combination of work from our Kew East office and work from home per our Flexible Work Arrangements Policy. Many team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss your requests, and ours, with the right candidate.

Part-time permanent position (30 hours per week preferred) including all entitlements. \$55,000 - \$60,000 Full-Time Equivalent, plus superannuation. Salary will be based on the individual's skills and experience

About ASPA – an Australian Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, where a shared interest in the performing arts brings together people from a variety of backgrounds with unique skills.
- We value the **individual growth** and contribution of our staff members and offer access to learning and development programs.
- We support our team members to achieve their **best mental health** including by providing wellbeing activities and a free Employee Assistance Program
- We encourage our team members in their **various work and life pursuits and commitments** with access to flexible work arrangements, volunteer leave and ways to support our Charity Partner, Girls from Oz
- We embody **passion, dedication, enthusiasm and energy**.

We are looking for people with the skills and experience to fulfill the role requirements but also who share our values – respect, integrity, collaboration, innovation and excellence. ASPA is committed to providing equal employment opportunities and encourages applications from people with diverse backgrounds. If you're interested in working with us, please send your one page cover letter and resume in one document addressed to our HR Administrator, Jacinta Simpson. **Applications close 9am Tuesday March 12.**



AUSTRALIAN SCHOOL OF PERFORMING ARTS