



AUSTRALIAN  
SCHOOL OF  
PERFORMING ARTS

## Finance Assistant - Receivables

**Apply today for this full-time flexible 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 often on the lookout for dynamic team members. As ASPA continues to grow our offerings, including international expansion in 2024, we currently have an opportunity available in our finance team.

**This permanent full-time role is based in the Kew East Head Office, Monday to Friday.**

### **In the Accounts Receivable role you will:**

- Raise a high volume of fee invoices in MYOB Advanced ERP
- Follow up Direct Debit Agreements for monthly instalment payments through ezyCollect
- Follow up unpaid invoices and instalment payment declines
- Handle telephone and HubSpot email queries; providing a high level of customer service
- Process complex resignation fee refunds
- Reconcile Stripe payments, MYOB invoices and bank accounts daily
- Reconcile relevant GL accounts on a monthly basis
- Maintain data integrity across multiple systems
- Build positive working relationships internally and with fee-paying AGC parents
- Assist with other duties within the team as directed by the Finance Manager

### **The successful applicant will:**

- Have an affinity with numbers and be process driven
- Utilise your accuracy and meticulous attention to detail to manipulate, process and reconcile a high volume of data
- Demonstrate an intermediate level of proficiency in Excel and the ability to touch type
- Communicate with fee-paying parents in a friendly and empathetic manner
- Speak fluent English and have excellent written and interpersonal communication skills
- Demonstrate time management skills with the ability to meet deadlines and set priorities
- Be self-motivated and able to operate both independently, and in a team environment
- Be flexible and adaptable, with a "can do" attitude
- Have some experience in a similar role (desired)
- MYOB Advanced ERP, ezyCollect and HubSpot experience (desired)
- Have a valid Working with Children's Check

### **About the role:**

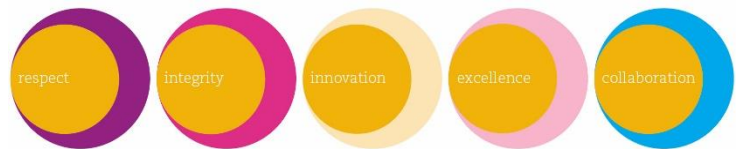
This role is able to be fulfilled with a combination of work from our Kew East office and work from home per our Flexible Work Arrangements Policy. Many team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss your requests, and ours, with the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

**Full-time position including all entitlements. \$60,000 - \$65,000, 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 Monday July 29.**



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