



Finance Assistant

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

Part-time | 3 days per week | In Office (Kew East) | \$36,000 per annum (for 3 days/week) + Super

About the Australian School of Performing Arts

Home to the Australian Girls Choir and ASPA Education, ASPA is a leading provider of performing arts programs to over 6,500 students nationwide. With offices across six Australian cities and Singapore, our team of over 60 staff is passionate about creativity, collaboration and excellence. As we continue to grow, we're seeking a motivated individual to join our finance team in a permanent, part-time capacity.

About the Role

Based in our Kew East Head Office, this role is ideal for someone who thrives on detail, has a can do attitude and a methodical approach to work. The successful individual will have the ability to communicate confidently in English, both verbally and in writing, and have a strong aptitude for financial processes. Reporting to the Finance Manager, you'll play a key role in assisting the Finance team to achieve their goals.

Key Responsibilities:

- Distribute creditor invoices for coding
- Export invoices using MYOB Acumatica
- Process employee expense claims
- Manage creditor queries
- Complete main cheque account reconciliation statements for ASPA on a weekly basis
- Reconcile ASPA/ISPA intercompany account
- Reconcile GL Payment accounts on a monthly basis (PayWay, Westpac, vouchers, Square)
- Assist with end of month processes for ASPA and ISPA
- Undertake other tasks, on occasion, as requested by the Finance Manager

Qualities that will make you successful:

- An aptitude for numbers and a process-driven mindset
- Friendly, clear and confident communicator in English
- Experience with Xero (required)
- High attention to detail with excellent data reconciliation skills
- Intermediate Excel skills and fast, accurate typing
- Strong time management and prioritisation skills
- Proactive and self-motivated team player
- Relevant experience in a similar role (desirable)
- Valid Working with Children Check

Why Join ASPA – an Australian Employer of Choice?

- Supportive team culture with professional development opportunities
- Access to wellbeing initiatives and a free Employee Assistance Program
- Contribute to a meaningful mission alongside passionate colleagues
- Opportunity to support our charity partner, Girls from Oz

How to Apply

Submit a one-page cover letter and your resume in a single document, addressed to our People and Culture Manager, Hayley Hawksford. **Applications close Tuesday February 17 2026.**