Position description

Position title
Graduate Accountant (0.8)

Location
Australian Music Examinations Board Ltd, 5th Floor, 175 Flinders Lane, Melbourne

Salary
$49,500 inc superannuation (pro rata)

Application closing date
Sunday 1 December 2013

Position starting date
Monday 3 February 2014 (negotiable)

Return applications to
General Manager, Australian Music Examinations Board Ltd
5th Floor, 175 Flinders Lane, Melbourne Vic 3000 or by email to:
office@ameb.edu.au

Further enquiries
Financial Accountant, AMEB Ltd
Phone 8660 5800 or email office@ameb.edu.au

Australian Music Examinations Board

The Australian Music Examinations Board (AMEB) is a federal organisation, which conducts an Australia-wide system of examinations in the fields of music and speech & drama, with accreditation based on nationally recognised levels of achievement.

The AMEB is the most widely used music and speech assessment system in Australia. The Board is the largest publisher of educational music in Australia. The federal AMEB consists of AMEB Ltd, an incorporated company wholly owned by the six signatories to the AMEB Constitution. The Federal Board of AMEB Ltd comprises the six Directors appointed by the signatories.

The Federal Board sets national policy, determines syllabuses, sets written papers and publishes music and other learning materials, while State bodies conduct the Board examinations, set local rules and fees, train examiners and other staff, provide services to teachers and candidates and advise the Federal Board on policy.

Work environment

The primary role of the Federal office of the AMEB is to provide high-level secretariat service. This service includes the provision of support and advice to the Board and its committees; to manage the Board’s annual publishing program; and to manage the Board’s annual written examinations program. The Federal office also coordinates a number of national services in support of the AMEB State operations.

AMEB currently employs nine staff, plus a range of subject matter experts as required. IT applications within the Federal office are MAC based.

Role of the Graduate Accountant

The Graduate Accountant will predominantly be responsible for the Federal Office Payables, Receivables and Cash flow. In addition to this, the Graduate Accountant will be required to provide adhoc Variance Analysis and assist with end of month processes. In time, the Graduate Accountant may be required to produce financial reports in the absence of the Financial Accountant. AMEB has a commitment to continuous improvement of its processes. The Graduate Accountant will be expected to work with the Financial Accountant to drive process improvements where identified as appropriate.

Reporting relationships

The Graduate Accountant reports to the Financial Accountant.
Major responsibilities

- Accounts Payable and Receivable
- Cash flow reconciliation
- Bank reconciliations
- Process revenue share per various agreements
- Variance analysis
- Assist with end of month processes
- Produce reporting in absence of Financial Accountant
- Process improvements as part of a commitment to continuous improvement
- Other duties as required

Assessment criteria

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<th>Criteria</th>
<th>Importance</th>
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<td>Qualifications</td>
<td>Essential</td>
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<td>Commerce, Business or Accounting degree (with an Accounting major) from a recognised Australian tertiary institution is required</td>
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<th>Experience</th>
<th>Desirable</th>
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<td>1 – 3 years’ office and/or bookkeeping experience</td>
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| Knowledge, skills and abilities | 
|---------------------------------|----------------|
| Ability to prioritise your work flow and work effectively with a range of people | Essential |
| Able to work independently | Essential |
| Strong written and verbal communication skills | Essential |
| Familiarity with Excel | Essential |
| Familiarity with MYOB | Desirable |

Further opportunities

The successful applicant will gain a broad base of skills within finance as defined within the Major Responsibilities section. Having recently completed a Commerce, Business or Accounting related degree, the successful applicant will have superior communication abilities and keen problem solving skills.

The successful applicant may seek to build on their undergraduate degree by completing the CPA program. If so, the successful applicant will be supported through postgraduate studies (CPA), including supervision by a qualified CPA. AMEB offers paid leave to attend examinations and will reimburse CPA subject fees on successful completion of each segment.

The AMEB Federal office has a friendly company culture, with a great sense of work/life balance. High achieving applicants with strong academic results are encouraged to apply.

Additional factors

Occasionally out of hours work may be required as part of this position.

This position is offered as a 12 month contract position with the potential to extend.

Training may be provided to develop industry skills which will complement university studies.