

Role: Exhibition Accountant

Reporting to: Chief Financial Officer

Hours: Full time, based in Surry Hills, Sydney, NSW

Salary Range: \$85,000 to \$90,000, depending on experience

Sculpture by the Sea seeks a highly motivated, focused Exhibition Accountant to join the small finance team in our fast-paced, arts, not-for-profit organisation in a full time role based in our office in Surry Hills, Sydney.

If you have end to end AP, AR and Month End exposure with great communication skills looking for more challenge and a collaborative environment then please apply now!

The Company:

Sculpture by the Sea is a not-for-profit arts organisation that stages the world's largest annual free to the public sculpture exhibitions in Sydney and Perth, with over three quarters of a million visitors each year. In March this year we will celebrate our 21st annual exhibition in Cottesloe and in October our 28th annual exhibition in Bondi. In addition we have produced and continue to manage the Snowy Valleys Sculpture Trail, a permanent sculpture collection in regional NSW.

The Role:

We are seeking an experienced hands-on accountant to join the small finance team (two of us) on a full-time basis. The successful candidate will be working closely with the Chief Financial Officer and be responsible for day-to-day financial processing including accounts payable, accounts receivable, bank reconciliations, payroll and general ledger tasks, ensuring our financial information is complete, accurate and up to date.

Key Responsibilities:

- Manage end to end accounts for AP, AR, Billings & month End support, including collections, payments and processing. Low volume through the year, higher during exhibitions.
- Perform bank reconciliations, expense oversight, and credit card reconciliations
- Payroll processing for small core team, additional casuals during exhibition.
- Complete month-end tasks, journal postings, and balance sheet reconciliations
- Assist with BAS returns, audits, and ad hoc reporting

During each of the exhibition periods for approximately 4 weeks twice a year in March and October the Exhibition Accountant and the CFO are required to work full time and potentially some longer hours as required. The Exhibition Account will be required to work onsite at the Bondi exhibition and be available to travel to Perth for the Cottesloe exhibition for its duration if required.

Benefits

- 9 day fortnight an option and / or flexibility around study
- Exposure to a broad range of finance functions with full training and support
- Supportive team culture and collaborative environment noting it is a small team throughout the year that swells during exhibition periods due to larger numbers of casual workers and volunteers

Essential Skills & Experience:

- Experience with end to end AP, AR and month end support
 - Strong attention to detail with a focus on accuracy.
 - Time management and problem-solving skills with the ability to work autonomously and meet deadlines
 - Ability to identify process improvements and support implementation of more efficient workflows and automation
 - Good verbal and written communication skills
 - Experience in a job-based environment
 - Proficient in accounting and payroll software, particularly Xero
 - Intermediate Excel skills - Pivot Tables / VlookUps
 - Full Working Rights
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- Ideally knowledge of ACT or an equivalent CRM database
 - Ideally Accounting Degree (or currently studying) and looking to start / already started CPA/CA

Start Date

This role will commence as soon as possible when a suitable candidate has been found

To apply:

Please send a letter detailing your interest in this job and suitability for the role and accompanying CV to the CFO, Felicity Conlan felicity.conlan@sculpturebythesea.com.