



sculpture by the sea

Role: Assistant Accountant

Reporting to: Chief Financial Officer

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

Salary Range: \$75,000 to \$80,000, depending on experience

Sculpture by the Sea seeks a highly motivated Assistant Accountant to join the finance team of our not for profit arts organisation in a full time role based in our office in Surry Hills, Sydney.

This is a hands-on role covering accounts payable, receivable and payroll support, with exposure to a broad range of finance functions with full training and support.

The Company:

Founded in 1997, Sculpture by the Sea delivers the world's largest outdoor, annual free to the public sculpture exhibitions in Sydney and Perth each year, with visitation across both events over three quarters of a million local and international visitors. We also established and continue to manage a permanent sculpture collection in regional NSW, the Snowy Valleys Sculpture Trail.

We are a small team throughout the year however during exhibition periods (8 to 10 weeks a year) the numbers of casual workers, contractors and volunteers grows significantly.

See the link to our website for further information about the depth of our organization here:
<https://sculpturebythesea.com/>

The Role:

You will:

- Work directly with the CFO
- See how monthly accounts are built from the ground up
- Work collaboratively with all departments

What you'll be doing:

- processing accounts payable and accounts receivable accurately and efficiently
- supporting payroll
- assisting with month end processing and reconciliations
- assisting with BAS returns, audits, and ad hoc reporting
- ensuring our financial information is complete and up to date

You'll be part of the team that produces and stages world class sculpture exhibitions:

During exhibitions for 4 weeks in March (Bondi) and October (Perth) each year, you will:

- be part of a 200+ team delivering world class sculpture exhibitions on the beach
- play a key role supporting sales, site crew, philanthropy and production teams
- work onsite at the Bondi exhibition and be available to travel to Perth for the Cottesloe exhibition (if required, this is not a requirement of the role)

Skills & Experience:

- Ideally Accounting Degree (or currently studying) and looking to start / already started CPA/CA
- 2+ years experience with Accounts Payable. AR experience also highly regarded
- Proficient in accounting software, particularly Xero
- Intermediate Excel skills - Pivot Tables / VlookUps
- Strong attention to detail with a focus on accuracy.
- Time management and problem-solving skills with the ability to work autonomously and meet deadlines
- Good verbal and written communication skills

Work rights - Applicants must have full, unrestricted working rights in Australia (Australian citizen or permanent resident). We are not able to offer visa sponsorship.

Salary \$75,000 to \$80,000 + super, depending on experience

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

Please send applications to the CFO, Felicity Conlan felicity.conlan@sculpturebythesea.com.

To be considered for this position you must send a cover letter and CV.