



MUSIC VICTORIA - ACCOUNTANT

Job Title: Accountant

Contract term: 3 days week*, 24 month contract from January 2021

**flexible working days/hours available*

Salary \$75k pro rata + superannuation

Location: 1/35 Johnston St Collingwood VIC 3066

Role: The Accountant is responsible for the book keeping and financial management for Music Victoria and the Victorian Music Development Office. This includes payroll, super, weekly payments, invoicing, recording receipts, financial reporting/analysis, budgeting, BAS, general ledger entries, assisting with annual audit

Reports to: General Manager

Relevant Skills/Experience:

- Must understand accounting principles, and be highly proficient with accounting software applications and spreadsheets, particularly Xero
- Financial management experience in the not-for-profit sector or music industry
- Financial compliance experience, particularly in BAS, Super, Payroll
- Chartered Accountant (CA), Certified Practising Accountant (CPA) or equivalent experience
- Passion for music

General Duties:

- Fortnightly Payroll
- Weekly Payments– processing invoices in Xero, reconciling bank, weekly queries, transactions, chasing queries fortnightly/monthly, making bank payments for payables/manage, advising on tax provisions/upcoming payments, purchase orders
- Managing receipt bank, ensuring job coding done correctly
- Running of two Xero files, working with multiple staff, payments between the two files and reconciling loan accounts.
- Managing bank accounts/cash flow, assisting with chasing up creditors and invoicing for sales.
- IAS, Super, GST, Workcover – compliance monthly/quarterly pending on the task, reconciling, reporting and working out split of payments due to lodging under one ABN.
- Processing monthly journals for leave provisions, depreciation, adjustments, etc.
- Reviewing and reconciling to ensure coding and project coding done correctly, ensuring balance sheet accounts reconcile.
- Financial reporting and analysis
- General reporting – quarterly reports for board meetings, creating Xero reporting templates as required (e.g. budget v actuals), monthly credit card transaction reports for treasurer
- Assisting with annual audit and queries.
- Reviewing acquittals as required, supplying P&L and account transaction data to various team members of various projects.
- Entering budgets into Xero, managing and reviewing annual budgeting by the team.
- Assisting with annual budgeting and preparation



About Music Victoria

Music Victoria is an independent, not-for-profit organisation and the state peak body for contemporary music. It represents and delivers initiatives for musicians, venues, music businesses and professionals, and music lovers across the contemporary Victorian music community. Music Victoria provides advocacy on behalf of the music sector, actively supports the development of the Victorian music community, and celebrates and promotes Victorian music. It is governed by a volunteer Board comprising of six positions elected by members of Music Victoria and three members appointed by the Board.

Within Music Victoria there are two work units: Music Victoria and the Victorian Music Development Office (VMDO). The VMDO was set up as one of the cornerstone projects of the Victorian Government's *Music Works* strategy, primarily to address the needs of music businesses. The VMDO is managed by Music Victoria and guided by a steering committee of music industry experts.

In addition to the VMDO, Music Victoria also delivers 4 major projects:

1. Live Music Professionals, a coaching program which is delivered on behalf of the state government and exists to help practitioners from across the state succeed and create sustainable businesses that support live music
2. Cultivate, funded by the Office for Women, which is a leadership program for women who are already on their path to leadership and decision making roles in the Victorian contemporary music sector and would like to upskill by having the opportunity to be mentored by someone with an established career.
3. The Music Victoria Awards – an annual awards night celebrating Victorian Music
4. Professional Development Program – a range of professional development events for the music industry; from masterclasses to panel discussions, to workshops and key notes.

Music Victoria Values and Culture

At Music Victoria We Are:

Inclusive - We aim to ensure the people, artistic expressions and experiences in music are diverse and that everyone has opportunity to participate.

Connectors - Music is ultimately about human connection and a successful industry relies on a connected community. We aim to be effective and respectful communicators and collaborators and to support the development of strong connections and partnerships across the Victorian music industry and community.

Progressive and future-focused - We aim to push forward and embrace innovative and future-focused ideas and balance our passion with strong research to progress relevant and evidence-based initiatives.

People-centred - We value our members, music audiences and the musicians and music businesses we support. We aim to create a safe, inclusive and fun working environment where staff have opportunity for professional development and growth.

Accountable - We aim to work to a high standard, provide good value to our members and stakeholders and always work towards being financially and environmentally sustainable. We'll apply good governance principles, high ethical standards and maintain an effective organisation.