

Adelaide Festival 2025 Job Specification

As at 05/02/2025

Position Title	Finance Assistant
Purpose	The Finance Assistant will assist the Finance team with invoicing, Accounts Receivable, Bank Reconciliations, Accounts Payable, Payroll and any other administration tasks as required.
Location/s	Adelaide Festival Office, 33 King William Street Adelaide SA 5000
Accountability & Working Relationships	<ul style="list-style-type: none"> • Reports directly to the Head of Finance and Corporate Services • Works in collaboration with all members of the Finance department • Significant working relationships with all internal departments of Adelaide Festival including Corporate Services, Marketing, Programming, Production, Adelaide Writers' Week and Business Development teams.
Key Functions and Duties	<ul style="list-style-type: none"> • Process Purchase Orders import/export through the BPM system • Assist Finance Manager in reconciliation of commitment system • Assist in Bank reconciliations, Accounts and Payroll processes • Maintain the Corporations petty cash, Per diems, Honorariums and associated records • Other duties as required by the Head of Finance & Corporate Services
Specific Knowledge & Skills	<ul style="list-style-type: none"> • Demonstrated knowledge of, and experience in Finance administration, certificate IV Accounting/Bookkeeping (desirable) • Experience working with cash in relation to receipting and banking • Computer literacy including demonstrated experience working with computerised accounting packages and Microsoft Office with specific emphasis on Word and Excel • Excellent written and oral communication and interpersonal skills • Ability to manage multiple tasks, projects and competing deadlines concurrently • Strong planning, organisational and administrative skills including demonstrated use of databases • Ability to think creatively and strategically to problem solve • Good humour with a positive and enthusiastic outlook • Act as an Adelaide Festival representative at all times <p><i>These duties and responsibilities may vary according to the ongoing requirements of the position</i></p>
People and Culture	<ul style="list-style-type: none"> • Participate as a proactive member of the Adelaide Festival team to promote a culture of teamwork, mutual respect and trust • Participate in initiatives that enhance access, inclusion, innovation, education and sustainability • Adhere to and comply with Adelaide Festival policies and procedures and WHS requirements • Participate in improvement activities by evaluating processes for efficiency and productivity
Requirements	Please note that during Festival delivery (28 Feb -16 March 2025), out of hours and weekend work is required.
Reports to	Karishma Reynolds – Head of Finance and Corporate Services

Length of Appointment	24 February – 28 March 2025
Salary	\$60,000 per annum, pro rata plus 11.5% super @ 0.2FTE
Contract Type	Short Term contract, 2 days per week