

Assistant Accountant (1 FTE)

Department:	Operations
Reports To:	Finance & Cyber Security Manager
Direct Reports:	N/A
Workload:	1 FTE
Financial Delegation:	None
Non-Financial Delegation:	None
Budget Responsibilities:	N/A

POSITION PURPOSE

The Assistant Accountant supports the MHM's Operations Department, and particularly the Finance & Cyber Security Manager, to ensure that the Melbourne Holocaust Museum (MHM) achieves its annual objectives and key performance indicators.

This role covers many aspects of finance including accounts payable & receivable, processing of fortnightly payroll using ADP, bank reconciliations, general ledger reconciliations, monthly journal entries and preparation of monthly instalment and quarterly business activity statements. The incumbent will also help and support the Finance & Cyber Security Manager with monthly management reports, department budget reports, grants reports, cash flow, annual budgeting process and annual audit.

KEY RESPONSIBILITIES

The Assistant Accountant supports work in the Finance Department, including:

1. Accounts payable and accounts receivable
2. Preparation of fortnightly pay runs using ADP pay line
3. Recording all income (Donations, Grants, Ticket Sales, Book Sales) in the Customer Relationship Management System (ThankQ) & the Accounting System (MYOB AccountRight)
4. Monthly general ledger reconciliations
5. Posting of monthly journal entries
6. Monthly bank reconciliations
7. Preparation and submission of monthly IAS (Instalment Activity Statement)
8. Preparation and submission of quarterly BAS (Business Activity Statement)
9. Other month and year end ad hoc duties as delegated by the Finance & Cyber Security Manager



KEY SELECTION CRITERIA

1. Education/Qualifications

The appointee will have:

- a. Completed qualification in bachelor's degree in accounting and relevant experience or related studies and
- b. Studying or intention to study towards CPA or CA qualifications

2. Checks/Memberships:

- c. Working With Children Check
- d. Current Police Check

3. Knowledge and Skills:

- a. Completed a bachelor's degree in accounting in Australia
- b. Up to two years of experience in an Assistant Accountant role or similar
- c. Intermediate skills in Microsoft office suite with a focus on excel
- d. Knowledge of MYOB or other accounting system is essential
- e. Competency in using database/CRM software is an advantage but not essential
- f. Knowledge of payroll systems such as ADP is an advantage
- g. Attention to detail and accuracy is essential
- h. Strong written and verbal communication skills
- i. Ability to effectively prioritise and execute tasks efficiently
- j. Task oriented, with an understanding of the importance of time management and deadlines
- k. Good analytical and problem-solving skills; ability to establish and achieve priorities and meet deadlines
- l. Proven ability to liaise at all levels within an organisation

4. Personal Attributes:

- a. Ability to network, genuinely build rapport and create authentic connections and relationships
- b. Motivated self-starter who loves to take initiative
- c. Enthusiastic team player who works well independently
- d. Commitment to quality, continuous improvement, occupational health and safety, and risk management
- e. Proactive, values driven, resilient and honest
- f. Outcome focused with an attitude of applying best practice to all endeavours
- g. Passionate about joining an organisation committed to combating antisemitism, racism, and prejudice in the community, and fostering understanding between peoples



5. MHM CORE Values

- a. *Values alignment*: ability to demonstrate and authentically promote MHM values
- b. *Leadership*: ability to be flexible, innovative, and proactive; leading by example to build a positive, collaborative, and effective work environment
- c. *Professionalism*: maintain relationships with staff, consumers, volunteers, and key stakeholders that are respectful, inclusive, and collaborative
- d. *Cultural Awareness*: understand the importance of diversity

BENEFITS

- h. Training and support for CPA Studies
- i. Mentoring provided by a CPA qualified Finance & Cyber Security Manager with 19+ years of experience
- j. Approximately 10 days of additional Jewish holidays per annum on top of 4 weeks of annual leave.
- k. Professional development opportunities
- l. Brand new state of the art offices and easy access to public transport (Train, tram and bus)
- m. Proximity to restaurants, cafés, supermarket, and many other amenities in the Elsternwick Village precinct
- n. Amazing team & friendly work environment
- o. Hybrid work model after training period
- p. Social club and regular social events
- q. Access to EAP program (Employee access program)

OTHER JOB-RELATED INFORMATION

- 10. Training in specific technology software will be provided
- 11. There may be peak periods of work during which taking leave may be restricted
- 12. We are a small organisation and at times all team members may be required to perform reasonable duties beyond the scope of their role

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and museum policy relevant to the duties undertaken, including but not limited to: Child Safety Standards, supporting children and young people; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest; Privacy Policy; and Code of Conduct.