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## FINANCE OFFICER

Level C | 0.8 EFT

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We are seeking a systems driven, highly organised Finance Officer with direct experience working with Microsoft Dynamics - Business Central, to join the team at the Australian National Academy of Music. As a key member of our finance department, you will play an essential role in managing financial transactions, supporting budgeting processes, and ensuring the smooth operation of our accounting functions. This is an exciting opportunity to contribute to the vibrant world of the arts while working in a collaborative and creative environment. If you have a passion for systems, process building and have a growth mindset, along with strong communication and organisational skills, we would love to hear from you.

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### Primary purpose of the role

1. Drives the development and wider implementation of Business Central across different functions of ANAM.
  2. Drives the training and delivery of cross-organisation finance processes and cloud-based applications, which support both efficient transaction processing, financial reporting and performance tracking needs of the company.
  3. Provides general financial processing (AP / AR) support to ANAM.
  4. Day-to-day financial operations including accurate recordkeeping, supporting the preparation of periodic financial reports, and filing of BAS and other tax returns.
  5. Assists in the processing of the fortnightly payroll and superannuation for employees and contractors.
  6. Provides administrative support at the end of financial year, and in the yearly audit process.
  7. Performs analytical reports and ad hoc analysis for the Board and Finance Subcommittee.
  8. Contribute to ongoing financial process and system improvement growth across of ANAM.
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### About ANAM

The Australian National Academy of Music (ANAM) is dedicated to training the most exceptional young classical musicians from Australia and New Zealand, through an intense studio-based program of individually-tailored lessons, classes, coaching, seminars and a public performance schedule of over 180 events each year.

ANAM is currently temporarily based in the Abbotsford Convent whilst it oversees the major redevelopment of its home in the South Melbourne Town Hall (SMTH).

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### Why ANAM

What makes ANAM truly extraordinary is the people. This inspiring community of emerging musicians, world-class faculty and passionate staff are united in their deep commitment to ANAM's mission. It's a place where creativity thrives. The culture is supportive and energising, and joining ANAM means becoming part of a team that shows up every day with purpose, heart and an unwavering dedication to nurturing Australia's next generation of exceptional musicians.

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## How to apply

Please email to ANAM's Director of People and Culture. Application instructions are at the end of this advertisement.

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### Details of engagement

Position title:	Finance Officer
Salary classification:	Level C (from ANAM's Workplace Agreement 2016)
Salary range:	\$81-85K (plus superannuation) + applicable salary packaging benefits including novated lease
Time fraction:	0.8 EFT (80%), four days a week or five days with reduced hours
Employment type:	Ongoing part time, subject to the successful completion of a probationary period
Reports to:	Chief Operating Officer
Works closely with:	Department managers and administration staff
Location:	Based at the Abbotsford Convent, Abbotsford, Melbourne
Commencement:	asap
End date:	n/a, subject to the successful completion of a three-month probationary period

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### Areas of Responsibility

#### 1. General financial and systems processing support

- Perform transaction processing covering accounts payable and accounts receivable transactions, including processing invoices, credit notes, etc
  - Assist with invoicing, tracking of payments and processing donations and other income from donors, partners, and other stakeholders;
  - Monitor overdue accounts and follow up on outstanding receivables in a timely manner;
  - Process and record accounts payable transactions, ensuring accurate coding and timely payment of invoices of vendors and contractors, including international payments using appropriate platforms
  - Manage vendor communications and resolve any billing issues or discrepancies;
  - Prepare and maintain accounts payable reports, ensuring proper documentation and approvals.
- Perform general administrative duties, including filing, organising financial records, and answering inquiries related to accounts and finances, to both internal and external stakeholders
- Support the COO in implementing new processes/applications.

#### 2. Day to day financial operations

##### *Financial Reporting*

- Support the preparation of monthly, quarterly, and annual financial reports, including profit and loss statements, balance sheets, and cash flow reports.
- Assist in the preparation of budgets, forecasts, project reports on the ongoing SMTH redevelopment and other ad hoc reports.

##### *Accounts receivable and payable*

- Including processing appropriate superannuation for contractors.

##### *General Ledger*

- Assist with posting journal entries, ensuring accuracy and compliance with accounting policies;
- Reconcile accounts and bank statements on a regular basis.
- Assist in maintaining accurate and up-to-date financial records.

#### 3. Payroll processing support

- Process payroll, ensuring timeliness and accuracy
- Perform the required payroll-related tax filings, superannuation reconciliations and payments and reporting.

#### 4. Auditing Support

- Assist with annual audit preparations by providing necessary documentation and explanations;
- Help ensure compliance with nonprofit financial regulations and reporting requirements.
- Work with the admin team and the COO in identifying areas for improvement and drive efficiencies by implementing customised solutions, meeting ANAM's needs.

#### Delegated Responsibilities

n/a

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#### Selection requirements

##### *Experience*

- At least 3-5 years of experience in an accounting or finance support role, preferably in a nonprofit setting.
- **Must have Business Central experience**

##### *Skills & abilities*

##### *Mandatory*

- Accounting through Business Central and intermediate – expert level knowledge in use of Excel
- Strong understanding of accounting principles and financial management with the ability to run a tight month-end and financial reporting processes effectively.
- Experience in supporting budget building, forecasting and financial modelling
- Proficiency in payroll software.
- Ability to initiate and implement simplified and effective process improvements.
- Good communication skills, with the ability to interact positively with vendors, and staff.

##### *Desirable*

- Financial and Payroll system implementation experience .
- Exposure to AI driven task efficiencies.

##### *Personal attributes*

- High level of integrity, discretion and a strong sense of responsibility in handling confidential and sensitive financial information.
  - A proactive and collaborative approach to problem-solving.
  - Ability to successfully work with non-finance people.
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#### All ANAM employees are required to obtain

- Current Working with Children Check.
- Nationally Coordinated Criminal History Check.
- Proof of an entitlement to work in Australia.

#### Applications from the following will not be accepted

- An undischarged bankrupt under the Bankruptcy Act 1966
  - A ban from ASIC or a court from managing corporations under the Corporations Act 2001
  - A person convicted of various dishonesty related offences, such as fraud.
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#### Other information

##### *ANAM's Commitment to the Safety of Children and Young People*

ANAM has a commitment to uphold and respect the safety of all children and young people. This position will require a Victorian Working with Children Check and a National Crime Check.

##### *Equity and Diversity*

ANAM promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. ANAM encourages people with a disability, Indigenous Australians, young people and people from culturally diverse backgrounds to apply for this job.

ANAM's admissions and employment placements always reflect selection criteria, irrespective of gender. ANAM is committed to equal opportunity in education, employment and welfare for staff and musicians.

#### *ANAM's Acknowledgement of Country*

ANAM respectfully acknowledges the traditional custodians of the lands spread across Australia on which we work and live. We uphold and honour their continued relationship to these sites, we pay respect to their Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples.

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## **Applications**

### *Enquiries and further information*

- Charlotte Cassidy – Director, People and Culture [c.cassidy@anam.com.au](mailto:c.cassidy@anam.com.au)
- Applications submitted automatically via third party sites will not be accepted.
- Further information about ANAM available at [anam.com.au](http://anam.com.au)

### *How to apply*

- Applications should be in one PDF document, which includes a CV and a one-page cover letter that addresses key selection criteria and your suitability for the role. Please list three referees. Referees will not be contacted without prior notice.
- Applications should be emailed to Charlotte Cassidy [c.cassidy@anam.com.au](mailto:c.cassidy@anam.com.au)
- Applications close 11.59pm on **Sunday 4 Jan 2026**