
FINANCE COORDINATOR

Level C | 0.6 EFT

We are seeking a detail-oriented and highly organised Finance Coordinator to join the dynamic 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 numbers, along with strong communication and organisational skills, we would love to hear from you.

Primary purpose of the role

1. Provides general financial processing supports to the Chief Operating Officer.
 2. Day-to-day financial operations including accurate recordkeeping, supporting the preparation of financial reports, and the processing of accounts receivable and payable.
 3. Assists in the processing of the fortnightly payroll, superannuation and ATO compliances.
 4. Provides administrative support at the end of financial year, and in the yearly audit process.
 5. Performs month-end processing and provides analytical reports and ad hoc analysis for the Board and Finance Subcommittee.
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About ANAM

ANAM is an international, dynamic and outward facing cultural institution, training and performance company, with a demonstrated commitment to servicing and engaging with its communities. It is internationally renowned as the only purely performance classical music training academy in Australia, and one of the few in the world.

ANAM is one of the Commonwealth Government's group of ARTS8 performance and screen arts training organisations which ensure that Australia has a pipeline of talent to sustain the country's future creative life.

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).

How to apply

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

Details of engagement

Position title: Finance Coordinator
Salary classification: Level C (from ANAM's Workplace Agreement 2016)
Salary range: \$78,312 – \$91,812 (plus superannuation)
Time fraction: 0.6 EFT (60%), three days a week
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

Areas of Responsibility

1. General financial processing support

- Perform general administrative duties, including filing, organising financial records, and answering inquiries related to accounts and finances;
- Assist with the preparation of financial materials for board meetings and other events as required.

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 and forecasts.
- Maintain financial documentation and ensure proper filing for audit and compliance purposes.

Accounts receivable and payable

- 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;
- Manage vendor communications and resolve any billing issues or discrepancies;
- Prepare and maintain accounts payable reports, ensuring proper documentation and approvals.

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

- Provide support in processing payroll, ensuring timeliness and accuracy
- Assist with payroll-related tax filings 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.

Delegated Responsibilities

n/a

Selection requirements

Experience

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

Skills & abilities

Mandatory

- 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 financial and 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.

Additional requirements

- Ability to work flexible hours when needed for year-end reporting;
- Occasional evening or weekend work may be required during audit or special project periods.

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.

Other information

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.

The cohort of employees and contractors at ANAM is selected solely on the basis of merit. Employment at ANAM is based on a recruitment process that includes a panel-based interview. ANAM employees are encouraged to undertake diversity and inclusion awareness training and professional development activities.

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.

Applications

Enquiries and further information

- Charlotte Cassidy – People and Culture Manager, 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

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
- Applications close 11.59pm on **Sunday 20 April 2025**