

Position Title:	Finance Officer
Department:	Business Services
Reports To:	Chief Financial Officer and Company Secretary
Direct Reports:	Nil
Salary Range:	\$65,000 to \$75,000 Full Time

About Museum of Brisbane

The Museum of Brisbane (MoB) is dedicated to celebrating the stories, places, and people of Brisbane. As the City's leading social history and art museum, MoB offers a vibrant, inclusive and dynamic program of exhibitions and programs year-round for locals and visitors to the City.

Purpose of Position

The Finance Officer supports the Chief Financial Officer with discharging the financial and operational responsibilities of Business Services.

Key Responsibilities

- Management of the accounts payable function including payment of invoices, processing credit card transactions and the management the purchase order system (ProSpend).
- Management of the accounts receivable functions including raising of invoices and reconciliation of all Museum bank accounts.
- Management and processing of fortnightly payroll including processing superannuation and payroll tax payments.
- Assist with month end reporting by processing general journals and preparing balance sheet reconciliations.
- Preparation of monthly Business Activity Statements (BAS).
- Assist Business Services with management of the office including the monitoring and purchasing of office supplies.
- Take all safety measures when performing duties to ensure the safety of yourself and others, and comply with Museum of Brisbane's Workplace Health and Safety (WHS) policies, procedures, and Government legislation.
- Other duties from time to time as required.

Selection Criteria

The successful applicant will demonstrate all or most of the following:

- Certificate IV in Accounting and Bookkeeping or equivalent work experience in a similar role.
 - Advanced experience with MYOB.
 - High level administrative and organisational skills with attention to detail.
 - Excellent verbal and written communication skills, with well-developed interpersonal skills.
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