



## Bookkeeper (0.6FTE)

Performing Lines is at exciting cross-roads in the growth of its activity and support for independent artists across Australia. To support this, it is seeking a Bookkeeper to provide day-to-day financial administrative and book-keeping support to the Performing Lines team.

The successful applicant will have strong knowledge of bookkeeping and accounting software (MYOB) and Excel, excellent attention to detail, strong organisation skills and an ability to work at a fast pace and to prioritise with limited direction. Experience in the arts and/or not-for-profit sectors is desirable. The role is ideally based in New South Wales, however we are open to applicants from across Australia and can support remote and flexible working.

Applicants from a First Nations or Culturally and Linguistically Diverse (CALD) background are strongly encouraged to apply for this position and will be prioritised in the short-listing process.

### Company Overview

Performing Lines produces provocative contemporary performance by Australia's most audacious independent artists. Our purpose is to champion risk and to ensure that the breadth and plurality of Australia's creative potential is represented, celebrated and enjoyed.

We curate a portfolio of work that is propelled by pressing questions and new ways of seeing the world. We champion the unconventional, the marginal, the rebellious and the new.

Performing Lines is a national network of industry professionals with teams in New South Wales, Tasmania, Victoria and Western Australia, and working national and internationally.

We believe in:

- freedom of expression and independence of thought
- inclusivity and the value of diverse experience, perspectives and practice
- robust provocation and the questioning of assumptions
- exploration, discovery and the importance of reaching beyond our grasp
- flexible creative options that allow artists to realise their ambitions
- respectful and ethical collaboration with all partners

In everything we do, we acknowledge that we live on Aboriginal land and constantly learn from the wisdom of First Peoples. Where we are and the history that precedes us informs how we work and how we move forward.

For further information, please visit our website [www.performinglines.org.au](http://www.performinglines.org.au)

### How to apply

If you believe you're the right fit for the role, please send your application by email to [administration@performinglines.org.au](mailto:administration@performinglines.org.au) by **midnight, Sunday 13 February 2022**. Applications should include:

- a short covering letter addressing the skills and responsibilities required for this role and
- a 1 – 2-page summary resume including referees

For more information or to discuss please contact Megan Roberts, General Manager at [megan@performinglines.org.au](mailto:megan@performinglines.org.au)

The ideal start date for the successful candidate is **Monday 28 March 2022**.

## Performing Lines | Bookkeeper

<b>Job Title:</b>	Accounts Coordinator	<b>Job Type:</b>	0.6FTE
<b>Reports to (Position):</b>	Finance Manager	<b>Position is Shared:</b>	No
<b>Number of Direct Reports:</b>	0	<b>Date Created or Revised:</b>	October 2021

### POSITION SUMMARY:

The Bookkeeper provides day-to-day financial administrative and book-keeping support to the Performing Lines team.

### KEY RESPONSIBILITIES:

Working closely with the General Manager, the Company's Accountant and team members to:

- prepare weekly payroll and payments
- maintain accounts payable and accounts receivables
- reconcile monthly bank accounts
- enter job budgets into MYOB
- preparation of data for Business Activity Statements
- work alongside external auditors (annually)
- prepare correcting journal entries as directed
- provide bookkeeping advice and support where required
- oversee general financial administration including filing and archiving, supplying reports and assisting with grant acquittals
- identify, recommend and participate in developing and delivering more efficient financial systems and procedures
- liaise with artists, arts companies, festivals, presenters, regional and national touring organisations and venues around accounts coordination issues
- undertake other accounts coordinating duties as required

### SKILLS REQUIRED:

- Strong verbal and written communication
- Ability to work at a fast pace and to prioritise with limited direction
- Excellent attention to detail
- Strong organisation skills
- Demonstrated experience working with confidential and/or private information
- Strong knowledge and experience using accounting software and Excel
- Computer efficiency – MS Office, Excel, Word, PowerPoint and Outlook

### EDUCATION & PRIOR WORK EXPERIENCE:

#### *Essential*

- Diploma in Bookkeeping and/or Finance
- 2+ years of previous experience in an Accounts role
- Experience using MYOB

*Desirable*

- Experience in the arts and/or not-for-profit sector

**DIRECT REPORTS:**

- N/A

**KEY RELATIONSHIPS:**

**Internal:**

- Performing Lines staff

**External:**

- Artists and companies
- Presenting and Commissioning Partners
- Suppliers