

POSITION DESCRIPTION



OVERVIEW

TITLE	Accounts Receivable Officer
DEPARTMENT	Operations
LOCATION	Sydney (Head Office)
REPORTS TO	Finance Manager
WORK TYPE	Full-Time Permanent
HOURS/ DAYS PER WEEK <i>(part-time, casual or contractor only)</i>	
START DATE	ASAP
END DATE <i>(FT/PT fixed term contract or contractor only)</i>	

ACCOUNTABILITY

Number of direct reports	0
Number of indirect reports	0
Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i>	0

ABOUT US

Football Australia is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

OUR CULTURE & VALUES

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which include:

- 1. Impact On & Off the Field:** Challenge the way we think and do to seek ways to grow the impact football has, influence industry thought leaders.
- 2. Inclusive & Diverse Football for all:** Football is embedded in the nation's social fabric, follows the story of Australia, be accessible for all
- 3. A United Team:** Bringing people together to unleash the power of football and to deliver the vision, we bring the team spirit to the game

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- 4. Trust:** Building trust across the whole football community, be trusted custodians of the game, act with integrity and objectivity

BACKGROUND & PURPOSE OF THE ROLE

- To assist the finance function in all aspects of accounting including the budgeting and forecasting
- To provide financial support to the Finance Manager
- To provide excellent stakeholder customer service to the business and strive for continuous improvements

ROLE RESPONSIBILITIES

- Invoice Management – prepare and issue invoices to customers (including Sporting Schools invoices, Coaching Education invoices)
- Credit notes – Issue and reconcile credit notes in line with Football Australia policy
- Payment processing – Monitor incoming payments, apply receipts and reconcile discrepancies
- Collections – follow up on overdue accounts and arrange payment
- BAS statements – prepare BAS statements accurately and on a timely basis
- Perform month end accounting processes and statutory balance sheet account reconciliations
- Analysis of key finance data as and when required
- Prepare monthly financial reporting of Debtors position
- Complete reconciliations of Registration transactions
- Other duties as required

ROLE OUTCOMES/ DELIVERABLES

- Ensure debtors position is well managed, maximizing recovery of amounts owing
- Ensure that strong financial systems, controls, and processes are in place

MAJOR INTERACTIONS

- Customers
- Finance Team
- Football Australia staff/ departments
- Auditors
- Suppliers

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- 2+ years of experience in a similar role
- Strong computer literacy
- Has a strong attention to detail
- Can work autonomously and effectively plan and organise time
- Working to tight deadlines
- Possesses excellent written and verbal communication skills
- Is enthusiastic with a can-do attitude

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Desirable	<ul style="list-style-type: none"> • Experience with SAP Concur and SAP By Design and Solver • An interest in football
QUALIFICATIONS	
Essential	<ul style="list-style-type: none"> • Finance/ accounting qualification degree
Desirable	
UNIQUE CRITERIA	
<p>The following selected items identify the requirements of the role</p> <p><input type="checkbox"/> Out of hours and weekend work</p> <p><input type="checkbox"/> Intra and/ or Interstate travel</p> <p><input type="checkbox"/> International Travel</p> <p><input type="checkbox"/> Significant periods of work away from home</p> <p><input type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation</p>	
ADDITIONAL REQUIREMENTS	
<p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role</p> <p><input type="checkbox"/> National Police Check</p> <p><input checked="" type="checkbox"/> International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)</p> <p><input checked="" type="checkbox"/> Full working rights in Australia</p> <p><input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</p> <p><input type="checkbox"/> Working with children check (volunteer) or state- based equivalent (volunteer roles only)</p>	