

**Melbourne International Film Festival
POSITION DESCRIPTION****POSITION TITLE:** Bookkeeper**REPORTS TO:** Finance Manager and works with the whole team**ORGANISATION**

Established in 1952, the Melbourne International Film Festival (MIFF) is one of the oldest film festivals in the world and the Southern Hemisphere's largest.

An iconic Melbourne event, the festival usually takes place over 18 days each August in the heart of the city, presenting an acclaimed screening program that showcases the best in current cinema from around the world as well as retrospectives, activations and discussion events. Since its inception, MIFF has been strongly committed to local film, boasting the country's largest showcase of new Australian cinema. MIFF also has a distinguished track record in supporting and promoting filmmaking by and about First Nations peoples.

POSITION OVERVIEW

This role is for a detailed, focussed and experienced finance administrator/bookkeeper.

The role critically supports all of MIFF's activities across payroll, accounts payable and accounts receivable. It is a flexible casual position, hybrid location, hours vary through the year:

- Jan to May – 1 to 2 days/week
- Jun to Sep – 3 to 4 days/week
- Oct to Dec – 1 to 2 days/week

The volume of work grows across June to September when the workforce expands, suppliers are engaged and a high volume of domestic and international payments occurs.

Experience with using MYOB required.

Commence Jan/Feb 2024.

KEY RESPONSIBILITIES**Major Areas of responsibility:**

Accounts payable	Processing & payment of all supplier invoices, including obtaining authorisation and determining cost codes with each department.
Accounts receivable	Preparing invoices & following up any outstanding amounts.
Payroll	Payment of fortnightly salaried staff, weekly casual staff (during festival period), reconciliation of super, STP reporting, EOFY reconciling, leave tracking.

Financial Administration	<p>Daily financial entries. Departmental revenue & cost reporting. Monthly reconciliations. Bank account reconciliations. Reconciliation, preparation and lodgement of BAS/IAS lodgements. Maintaining online filing system for debtors, creditors & payroll. Assist with annual audit. Administration of all overseas beneficiaries and supplier payments.</p>
Be a constructive member of the MIFF Team	<p>Contribute to a positive working environment Consistently display respectful behaviour towards staff members, board, suppliers and festival partners. Communicate any problems, delays, risks and concerns to the Finance Manager and other appropriate staff immediately, together with recommended solutions if and where possible Maintain confidentiality of all MIFF information Contribute to the festival's positive reputation</p>

For further information or to apply, please contact Amanda Sole, Finance Manager, at jobs@miff.com.au. Please apply with a cover letter and CV outlining relevant experience, knowledge and skills.

Applications close at 11.59pm on Monday 29 January 2024.