

Role Description: Finance 2ic – Accounting Assistant

Reports to: Finance Officer

Receives reports from: Finance representatives on all teams

Responsibilities:

- Assist Finance Officer with the financial operations of the organization, including Accounting, Finance and Tax obligations.
- Monitor Actual versus Budget expenses for each team and report to Financial Controller and respective teams on a monthly basis (weekly for the month before and after the event)
- Update expense and cash flow forecasts on a monthly basis, to project financial position and compare to budget.
- Reconcile bank accounts in Xero on a monthly basis (weekly for the month before and after the event)
- Owner of the Balance Sheet and Fixed Asset Register (FAR) – ensuring FAR is reconciled to DPI asset listing.
- Liaise with Gate and Ice teams to ensure that onsite cash is secure and banked on a timely basis. Assist with cash collection, counting and banking.
- Assist with Finance Afterburn reports and Comms distributions.
- Other Finance tasks as arising and as have the capacity/ keen to assist/ take onboard.

Primary relationships

Finance Officer

DPI for Assets