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| **Job title:** | Graduate Accountant |
| **Team:** | Finance & Corporate Services |
| **Reporting to:** | Financial Controller |

**About the organisation:**

The Royal Agricultural Society of Victoria (RASV) enables communities to celebrate their passion and celebrates excellence in Victorian agricultural produce through world-class programs and events connecting industry with consumer.

**About this role:**

The key objective of this position is to perform the accounts payable function and assist the finance team in day to day duties.

**Key Responsibilities:**

* Process invoices to allow for timely payments and management of cash flow
* Administer and maintain the procurement software package
* Assist with all aspects of business accounting, including budget processes, accounts reconciliation and end of month process
* Build strong relationships with internal and external stakeholders
* Arrears collection
* Ad hoc duties
* Assist with end of month management reports

**Key competencies of the role:**

* Bachelor Degree in Accounting or other relevant degree qualification
* Knowledge of Microsoft Office applications – Outlook, Word, Excel, etc.
* Positive attitude, ambitious to grow and a keen learner
* Easy going, friendly and a team player
* Excellent administrative skills with highly accurate data entry, spelling and grammatical skills
* High attention to detail
* Ability to work as a team member within the ethos and values of the RASV.

**Organisation compliance:**

* All employees are required to have and maintain a current Working with Children Check
* Be available to work the 11 days of the Royal Melbourne Show
* Work additional hours in the lead up and during events and across weekends or evenings as required
* Adhere to RASV’s Code of Conduct, policies and values.