



# FINANCIAL ACCOUNTANT - PAYROLL (MATERNITY LEAVE COVER)

## ST KILDA FOOTBALL CLUB

Careers at St Kilda Football Club represent a unique opportunity in football. Our club fuses elite performance with the creative, progressive, and human centred spirit of St Kilda, our birthplace of 1873.

We value creativity, belonging and performance. We aim to connect people through inspiring football, thriving community and unique experiences that reflect what it is to represent the red, white and black. As a proud AFL foundation club, we firmly believe we are heading in the right direction and we invite you to join us.

Reporting to the Finance Manager we are seeking an experienced Financial Accountant (Payroll) to fulfill a 10 month maternity leave position to manage the payroll process for all Admin and Players in addition to completing all financial accounting and statutory processes relating to the St Kilda Football Club.

In the role you will be responsible for:

- Management of the payroll process by being the intermediary between the Club and AFL Shared Services to prepare monthly pays, including:
  - Payment of Wages over 3 separate databases (Players & Admin – monthly, Casuals - fortnightly).
  - Processing, lodgements and payments of all on cost associated with pays including PAYG, Superannuation, Fringe Benefits, Payroll Tax, and WorkCover.
  - Preparation and posting of monthly wages journals for all staff and players including fringe benefits and leave accruals.
  - Liaising with the HR Department in regards to new employees and staff changes.
  - Wages forecasting by department.
- Maintenance and provision of accurate player financial data to assist with Total Player Payment (TPP) reporting to the AFL.
- Responsibility for month end close including preparation of journals and balance sheet reconciliations.
- Preparation and lodgements of all statutory returns including liaising with external auditors.
- Work with the Finance Manager in managing the cash flow requirements of the football club.
- Assisting the Finance Manager and GM of Finance with other ad hoc requests.

### What We're Looking For

To be considered for the role, candidates must possess the following essential skills and experience:

- Degree in accounting or commerce, or equivalent business experience.
- Minimum 4+ years' experience in financial accounting within either a medium/large corporate or public practice environment.
- Payroll experience essential.
- CPA/CA (or working towards) qualified but will consider applicants qualified by experience.
- Ability to hit the ground running.
- Proficient in Microsoft Excel.
- Strong financial accounting and reporting knowledge.
- Highly self-motivated with a desire to strive for excellence.
- Exceptional attention to detail.
- Advanced interpersonal and communication skills, including a commitment to open, honest, two-way and frequent communication.
- Ability to manage multiple tasks and meet timelines in an effective and efficient manner.
- Demonstrate forward thinking and initiate change where required.
- A strong personal brand, including displaying well developed personal values, integrity and a commitment to professionalism and accountability.
- Organised and outcome focussed whilst remaining generous, hospitable, inclusive, considerate and open.
- Ability to work well with others and as part of a team.
- Permanent residency in Australia, or appropriate visa to work permanently.

### To Apply

To express your interest, please submit your resume with a one-page cover letter to [careers@saints.com.au](mailto:careers@saints.com.au) by Friday, 1<sup>st</sup> March 2019.

Please note this role will be subject to relevant pre-employment checks.