



ABN 72 010 228 789

20 December 2024

NATIONAL ACCOUNTS MANAGER

AUSTA is seeking a vibrant and suitably qualified National Accounts Manager to assist in the management of the association.

The Australian Strings Association (AUSTA) is a professional association of teachers, players and makers of bowed string instruments which promotes excellence in all aspects of performance, teaching, conducting and string instrument making. AUSTA aims to inspire and support students, amateurs and professionals and also to facilitate communication at local, national and international levels.

The AUSTA Accounts Manager coordinates and facilitates the management of National and Chapter finances as well as manages statutory requirements to ensure efficiency within the organisation for AUSTA Members, Chapter Committees and the National Executive. The Accounts Manager is required to work in their own office space and therefore the residential location of the Accounts Manager is flexible within Australia. The applicant must be self-motivated and forward thinking. This role is key to ensuring the success of AUSTA.

The applicant is required to have excellent organisational skills, good IT skills, along with the ability to undertake and coordinate numerous concurrent tasks and meet deadlines. The Accounts Manager works closely with the Administrator, Treasurer, Secretary, the National President and the National Executive. Music industry knowledge, particularly of bowed stringed instruments would be a strong advantage. An understanding of the Education systems in Australia would also be an advantage.

The position would require an average of 5 hours work per week with peaks and troughs. Peak times will require more hours work as needed to ensure deadlines are met.

To apply, please forward your resume & cover letter outlining your suitability for the position to the AUSTA National Administrator admin@austa.asn.au

For further information, please contact the AUSTA National President, Nicole, at president@austa.asn.au.

Core duties

- Transfer membership payment information from the AUSTA database to Xero including downloading PayPal reports
- Raise invoices in Xero as required including membership, Stringendo advertising and others as required
- Liaise with chapter treasurers to obtain information to complete full data input in Xero for both BAS and annual audit
- Coordinate preparation of the annual financial statements with the accountants and auditors
- Advise chapter treasurers on procedures and requirements for their role
- Enter bills into Xero and process payments on internet banking for approval by the treasurer
- Reconcile bank and credit card accounts
- Monitor Cash flow for the national office accounts
- Complete financial reports for the national executive as required
- Prepare Profit and Loss and Cashflow budgets for the national executive and auditors as required
- Advise national executive and other committee members regarding accounts/bookkeeping
- Prepare and submit quarterly BAS reports
- Maintain records with the ACNC including annual return and director details
- Process monthly payroll in Xero
- Submit annual workcover premium data
- Prepare annual franking credit application
- Coordinate annual insurance renewal and premium payment
- Advise the national executive on ASIC, ABR, ACNC and accounting matters generally
- Attend national executive meetings
- Prepare proposed rates schedules for membership, advertising and other income and payments.
- In conjunction with the administration manager, administer the national office Trybooking account

Other duties

- Troubleshoot issues with membership payment
- Maintain records including making claims and liaising with parties for insurance claims
- Coordinate activities with, and assist the national administrator as required
- Undertake other duties as required.

Main skills and experience

- Experience with Xero or similar accounting product
- Account reconciliation
- Experience with a CRM website/database
- Previous involvement with annual audit in a not for profit
- Understanding of procedures for the ACNC and ASIC
- Experience with budgeting