

## Position Description

### Gondwana Choirs Accounts Payable

**Closing date:** 9.00am AEST Tuesday 25 August 2026  
**Employment:** Part-time 0.2 FTE (7.5 hours per week - Wednesdays)  
**Location:** Walsh Bay Arts Precinct, Sydney  
**Conditions:** In office  
**Salary:** \$71,027 pro-rata per annum + 12% superannuation  
**Additional:** Paid leave between Christmas and New Year

#### 1. About the Position

As our Accounts Payable Officer, you'll play a key role in supporting the financial operations of Australia's leading youth choral organisation. Working closely with the Finance Manager and Choir Management team, you'll be responsible for the accounts payable function, processing donations and staff reimbursements, banking, and assisting with financial reporting and audit preparation.

This is an ideal opportunity for someone with strong bookkeeping and accounts payable experience who enjoys working in a collaborative, purpose-driven environment. You'll be highly organised, have excellent attention to detail and take pride in delivering accurate, timely financial administration. Experience in the not-for-profit or arts sector is welcome but not essential.

#### 2. Major Responsibility Areas

- Accounts Payable
- Donations processing
- Staff reimbursements
- Regular banking as required
- Audit preparation assistance
- Management of merchandise purchases and sales
- Insurance renewal preparation assistance
- Document and maintain accounts procedures file

When Finance Manager is on leave (with training, additional hours and associated pay):

- Payroll & Superannuation processing
- Preparation of month end journals including accruals and prepayments

- Preparation of month end reconciliations including bank, fixed assets, clearing accounts and aged payables and receivables listings
- Preparation of month end accounts
- BAS & IAS preparation

### **3. Competencies**

- Knowledge of accounts payable and general accounting procedures
- Proficiency in MYOB data entry and processing
- Proficiency in Office365
- Excellent organisational, prioritising and filing skills
- Strong attention to detail and accuracy
- Excellent verbal and written communication skills and a friendly phone manner

### **4. Qualifications and experience**

- Relevant qualifications in bookkeeping, accounting or finance, or equivalent demonstrated experience
- Relevant experience in a similar accounts and administrative role
- Experience with non-profit and or arts organisations (not essential)

### **5. How to apply**

Submit:

- A cover letter (maximum two pages) detailing your capabilities and experience relative to this position. Applicants who do not complete this part of the process will not be considered for interview.
  - Your resume including contact details for two referees.
  - Applications to be addressed to Louisa O'Toole, Executive Director, at [louisa.otoole@gondwana.org.au](mailto:louisa.otoole@gondwana.org.au) by 9.00am AEST Tuesday 25 August 2026
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