External Advertisement

Accounts Payable Officer

There's never been a better time to be part of The World Game driving the future of this incredible sport. We are currently seeking applications for the Accounts Payable role at Football Victoria.

Football Victoria (FV) is the governing body for football in Victoria.

We are recognised as the organisation responsible for the administration, promotion and delivery of football and futsal (indoor football) in the state by both the State and Federal Governments, as well as Football Federation Australia (FFA).

Our funding derives from membership and club affiliation fees, government grants and corporate sponsorship.

Through the national body's affiliation with FIFA (Federation of International Football Associations), we look after everything football in Victoria including:

- semi-professional ranks
- amateurs
- women and girls
- youth
- referees
- coaches
- officials
- volunteers

FV is committed to providing a quality service to the broad community with integrity and professional excellence. Through open communications and a dedication to equal opportunity, our vision is to be the most outstanding sporting body in Australia, leading to success in the world game.

FV is a not for profit sporting organisation run by a Board of Directors, elected by football stakeholders made up of Zone Representatives and Standing Committees. We reinvest any money generated by the game in a financially prudent manner, prioritising in providing more coaching, education, facilities, support and participation opportunities to the community and our partners back to where it is needed most.

We currently employ over 60 staff to deliver on the recently released FV Strategic Plan ("FootbALLways") and administration of weekly football matches, producing annual football fixtures and appropriate rules of competition. Referees are also appointed to these matches to facilitate a safer and more enjoyable participation experience.

We also deliver education programs and resources to talented players, coaches, referees and club volunteers while promoting the game through various channels, keeping our members informed regularly through a dedicated communications program.

How we play:

RESPECT (Valuing all), INTEGRITY (Doing the right thing), LEADERSHIP (Inspiring vision of the future), INCLUSION (Together we are stronger), UNITY (United for the good of the world game)

This appointment is critical to the success of the future of our Finance function and we are committed to identifying the right person to take us into new territory.

We are currently seeking applicants for the role of Accounts Payable Officer. We are interested to receive applications only from highly engaged, committed and energised individuals keen to join a team under fresh strategic leadership, aligned to the Football Victoria Values.

The Accounts Payable Officer will perform the day to day accounts payable activities whilst supporting the Finance team with other associated responsibilities aligned to Football Victoria's strategic plan. This will include providing financial and administrative support in order to ensure the department is producing work of the highest quality, facilitating accurate statutory and management reporting. The role will also act as support to the Accounts Receivable function.

Duties include:

- Processing of all invoices in line with Football Victoria's policies and procedures
- Preparation of weekly EFT and cheque runs
- Maintenance of the general ledger through monthly balance sheet reconciliations and related commentary
- Maintenance of vendor files
- Bank reconciliations
- Administration of the cash advance acquittal process and petty cash reconciliation
- Processing corporate credit card transactions
- Administering Football Victoria's Vehicle Fleet and transport related operations (Cab charge, Motorpass and e-Tags)
- Maintenance of accurate and confidential filing systems for all financial documents
- Working with auditors in preparation for annual statutory financial statements
- Update contract register
- Assisting in budget preparation and reforecasting in consultation with budget managers
- Execution of Accounts Receivable tasks as required

Our ideal candidate will possess the following:

- High levels of personal energy to drive a customer service and business partnering mindset in Finance
- 2+ years experience in accounts payable/accounts receivable and maintaining general ledgers
- Demonstrated attention to detail and the ability to maintain a high level of accuracy in preparation and entering of financial data
- Ability to maintain confidentiality
- Advanced skills in Excel and Xero
- Excellent interpersonal and communication skills
- High levels of analytical and problem-solving skills
- Tertiary qualifications in Accounting

Should the above be of interest to you, please submit a covering letter and Curriculum Vitae to: Nina Azzopardi, Executive Manager People – Nina.Azzopardi@footballvictoria.com.au

Applications close 5pm Friday 26 July 2019 with interviews scheduled the following week, so please do not delay submitting your expression should this be of interest to you. Only those shortlisted will be contacted.

Permanent residents of Australia with full working rights will be considered for this role. Recruitment agencies, we appreciate your interest however request you not contact us regarding this opportunity. Previous applicants need not apply.

FV is an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity, and inclusion. We encourage applications from all underrepresented groups including Females, Aboriginal or Torres Strait Island people, those with disabilities and culturally and linguistically diverse backgrounds.