



Sydney Swans Assistant Accountant

WHY CHOOSE THE SWANS?

- Admired Australian sporting team
- Inclusive and flexible work environment
- Employee perks and benefits

Our club was born almost 150 years ago from hard work, grit and a relentless drive for success. We are rich in history and ambitious about the future. Together we share the journey and celebrate the wins. We are proud to be one of the leading football clubs, both on and off the field, in Australia.

When choosing a career with the Sydney Swans, you will join a team that stands up in the big moments. A team that is respectful, disciplined, and courageous. And one that has conviction. You will be part of something bigger.

Flexibility in hours, leave, location and dress translate to an environment where you can be at your best.

We are committed to creating a supportive environment in which people feel connected to our football club and to each other. Therefore, we encourage applications from candidates of all backgrounds.

THE PERKS

- Wellbeing programs to support healthy mind and body including access to gym facilities
- Special offers and discounts through our Corporate Partners
- Professional development support tailored to your goals
- Club memberships to enjoy games with your friends and family

THE OPPORTUNITY

The Sydney Swans are accepting applications from suitably experienced individuals for a permanent full-time role as an Assistant Accountant within our Finance team.

Our successful candidate will have experience across all facets of finance and accounting, with a sound knowledge of accounting standards.

KEY RESPONSIBILITIES

- Management of the Club's balance sheet including daily bank reconciliations
- Reconciling accounts with the general ledger including accruals, deferrals and reclassifications
- Aligning general ledger accounting practices to support budgeting and forecasting
- Performing audits on financial data to assure its accuracy and truthfulness
- Accurate preparation of accounts payable invoicing including the end of month payments
- Manage monthly credit card process
- Accounts receivable invoicing, debt collection and monthly debtor statements
- Receipt and reconciliation of all membership receipts from the membership database, CRM system and customer reporting
- Preparation of monthly BAS returns and the annual FBT Return for review
- Team travel and accommodation reconciliations

SYDNEY SWANS LIMITED

SCG LIGHT TOWER 4, DRIVER AVE, MOORE PARK NSW 2021 | PO BOX 173, PADDINGTON NSW 2021
T: 02 9157 5020 | SYDNEYSWANS.COM.AU



WHAT WE'RE LOOKING FOR

- Tertiary qualification in accounting and/or finance related discipline
- Post-graduate qualifications – e.g. commenced CPA/CA
- Minimum 2 years of experience with general ledger accounting
- Expert understanding of relevant accounting and payroll standards
- Expert level knowledge of Microsoft Office suite, particularly Excel
- Experience in juggling large quantity of stakeholders
- Experience with Dynamics 365 would be favourable

THE RIGHT PERSON WILL BE

- A great communicator – someone who has excellent interpersonal, communication and relationship management skills and can build rapport with people at all levels of an organisation
- A problem solver – someone with strong analytical skills who is outcomes driven with great initiative and a solutions-focused mindset
- Hands on – someone who is happy to tackle all tasks thrown at them and has exceptional attention to detail

TO APPLY

To be considered for this role please submit a one-page cover letter that addresses:

- Why you are the ideal person for the role
- Why you want to join our team

Send the cover letter along with a copy of your CV to hr@sydneyswans.com.au

Applications should be a maximum of four pages, including cover letter, and less than 5MB in size.

Applications close 30 June 2022

As we expect a high level of interest in the role, only those applicants short listed will be contacted.

The Sydney Swans do not accept applications from recruitment agencies.

Sydney Swans Limited is an equal opportunity employer.

Aboriginal and Torres Strait Islander candidates are encouraged to apply.

Applicants must be legally entitled to work in Australia.

SYDNEY SWANS
DIVERSITY
ACTION
PLAN



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