



Pro Show Productions Pty. Ltd.

40-42 King William Street

Kent Town, SA 5067

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Position Title: Finance Officer
Incumbent: Vacant
Effective Date: TBA
Reports to : The Managing Director

Job Summary

The Finance Officer will report directly to the Managing Director and be responsible to provide quality finance-related services. The Finance Officer will communicate with both clients and suppliers in order to coordinate prompt and efficient payments. Internally this position will communicate directly with sales and technical staff to ensure accurate processing of accounts.

Principle tasks and responsibilities:

- Provide appropriate, sufficient and timely finance-related services
- Ensuring all monthly invoicing has been completed by reconciling entries in specialized software Production Assistant to MYOB
- Data entry of all transactions relating to accounts payable in MYOB
- Prioritising and coordinating of accounts payable
- Data entry of accounts receivable in both MYOB and Production Assistant
- Prepare monthly cash flow reports
- Management of outstanding accounts
- Bank reconciliations
- Preparation of PAYG and BAS statements
- Assisting with management of superannuation
- Ensuring the filing system is up-to-date
- Experience in processing financial documents
- Ensure Workcover reporting is completed and payments are made in a timely manner

Essential knowledge and skills:

- Demonstrated skills and experience in providing quality administration support
- Experience in processing financial documents
- Experience in MYOB Premier
- Intermediate computer skills
- Experience in the preparation of BAS statements
- Attention to detail
- Problem-solving skills
- Communication skills
- Ability to manage time and prioritize tasks effectively

Essential qualifications and experience:

- TAFE Certificate 3 and/or 4 in financial services or equivalent
- A minimum of 2 years experience in a similar role

For further information on this opportunity please contact Stewart Taylor on 08 8362 6605. Please submit your resume and covering letter via email to stewart.taylor@proshow.com.au.