

POSITION DESCRIPTION

OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	Assistant Financial Accountant
POSITION NUMBER	1G074
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Financial Controller
EMPLOYMENT TYPE	Permanent Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO5 Level 1
CONTACT INFORMATION	Abdul Dean - Financial Controller Phone: (07) 3008 6118 Email: abdul.dean@stadium.qld.gov.au
VACANCY REFERENCE #	SQ65.25
CLOSING DATE	Sunday, 11 January 2026

THE POSITION

The position of the Assistant Financial Accountant in the Finance Team at Stadiums Queensland is responsible for maintaining and supporting the Event Ticketing (Booking Holdings Account (BHA) and Event Settlement, General Ledger, Accounts Payable and Accounts Receivable, Asset Accounting, financial management and reporting functions and ensuring compliance with relevant policies and procedures and prescribed financial reporting requirements.

The position requires partnering with SQ venues to ensure accurate and complete recording, processing of financial transactions and reconciliations are performed efficiently for financial and management reporting within the set timeframes.

WORK ENVIRONMENT

The Assistant Financial Accountant works within Finance and Corporate Services and reports to the Financial Controller.

Whilst primarily based within Corporate Office, the role is required to build and maintain strong working relationships across the organisation and, as such, may require travel to other SQ venues / offices.

ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

KEY ACCOUNTABILITIES

- Promptly maintain and accurately record event ticketing monies and settlement transactions and perform reconciliations of the Bookings Holding Account across SQ portfolio.



- Support and assist team lead to facilitate timely review of settlements and disbursements of funds to event hirers/promoters;
- Efficiently process and check accounts payable and accounts receivable invoices prior to approval of the delegate officer, including SQ's outsourced venues.
- Contribute and assist with the end of month financial accounting and reporting processes including end of month journals (e.g. prepayments and accruals) and general ledger reconciliations.
- Support and assist team lead in maintaining SQ's asset accounting function by reviewing asset creation, addition, transfer and disposal across SQ portfolio.
- Provide guidance and training to internal stakeholders on asset related procedures.
- Contribute and assist with the annual budget preparation, monthly management reporting and annual financial year-end reporting and audit process in a timely manner as directed by team lead.
- Proactively identify business improvement opportunities and contribute to finance team projects that drive the modernisation of systems and processes.
- Provide support and advice to internal stakeholders regarding finance policies, financial reporting, and the use of finance systems.
- Demonstrate a customer centric/business partnering approach to developing effective working relationships across a diverse range of internal and external stakeholders.
- Perform administrative duties relevant to the position including records management and other relevant tasks that may be requested from time to time.
- Ensure all actions and work are undertaken in accordance with SQ's policies and procedures, guidelines and relevant legislation, particularly in the areas of workplace health and safety, equal employment opportunity, workplace harassment, bullying and discrimination.

MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Tertiary qualification in Accounting/Business
- Minimum two years' experience in a financial accounting role.

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

- Ability to perform a wide variety of tasks to required deadlines and high standards.
- Demonstrated experience in month-end financial processes such as preparation of journals and reconciliations, inputting and reviewing Accounts Receivable and Accounts Payable invoices, and the maintenance of asset registers.
- Demonstrated experience in reviewing, reconciling and following up discrepancies in large accounts such as ticketing funds held on-behalf of hirer's (similar to trust accounting) in BHA accounts, settlements and reconciliation.
- Good analytical and problem-solving skills with the capacity to identify and resolve issues.
- Ability to multi-task and prioritise tasks efficiently in order to ensure deadlines are met.
- Ability to work in an organised and efficient manner, autonomously and as a member of a team.
- Strong communication and interpersonal skills with demonstrated customer service experience including



managing customer inquiries and complaints.

- Sound knowledge of accounting practices, Government financial management requirements and corporate governance practices.
- Development of strong relationships with financial staff and business areas.
- Strong work ethic and commitment to ethical practices, professional presentation and a commitment to flexibility in the workplace.

DESIRABLE

- Previous use of the Technology One Financial Management System or a similar Finance System.
- Strong computing skills, including Outlook, Word and Excel.
- Ability to interpret policy statements and prescribed financial management requirements.



OUR VALUES



Enthusiasm and passion

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



Professional, commercial and accountable

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



Customer-centric, innovative and agile

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



Authentic, transparent and respected

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Stadiums Queensland Corporate Office, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.

ORGANISATIONAL STRUCTURE

