

# 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	<b>Finance Officer</b>
POSITION NUMBER	<b>1G057</b>
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Financial Controller
EMPLOYMENT TYPE	Permanent Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO3 Level 1
CONTACT INFORMATION	Abdul Dean - Financial Controller Phone: (07) 3008 6118 Email: <a href="mailto:abdul.dean@stadium.qld.gov.au">abdul.dean@stadium.qld.gov.au</a>
VACANCY REFERENCE #	SQ66.25
CLOSING DATE	Sunday, 11 January 2026

## THE POSITION

The position of the Finance Officer in the Finance Team at Stadiums Queensland (SQ) is responsible for supporting the Corporate Cards, Accounts Payable, and Accounts Receivable and tax functions and includes, reviewing, processing, recording and reporting of relevant financial transactions in compliance with SQ policies and procedures and other prescribed requirements.

The position may be required to partner with the SQ venues to ensure Corporate Card, Accounts Payable, Accounts Receivable transactions are processed, reviewed and approved in a timely manner.

## WORK ENVIRONMENT

The Finance Officer 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 and accurately perform receipting and recording of daily banking in TechnologyOne Finance System (TechOne).
- Promptly and accurately perform monthly reconciliation and processing of SQ's Corporate Card transactions in TechOne.
- Maintain finance e-mail in-box by ensuring relevant items are actioned in a timely manner.



- Provide assistance with efficiently reviewing Accounts Payable and Accounts Receivable invoices in TechOne and support related functions as required.
- Contribute and assist with the end of month financial accounting and reporting processes including end of month journals (e.g. accommodation and event deposits, membership related activities) and general ledger reconciliations.
- Assist in proactively identify business improvement opportunities and contribute to finance team projects that drive the modernisation of systems and processes.
- Assist in providing support and advice to internal stakeholders regarding financial management practices and policies 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

- Qualification in Accounting/Business or
- Minimum two years of experience in an equivalent level/in a similar role.

#### KNOWLEDGE, SKILLS AND EXPERIENCE

##### ESSENTIAL

- Strong focus on attention to detail, accuracy, time management skills and ability to establish priorities.
- 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.
- Knowledge or the ability to acquire relevant knowledge, of SQ's internal policies, procedures and processes, Government financial management requirements and corporate governance practices.
- 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.
- Sound knowledge of accounting practices and GST legislation relating to accounts payable, accounts receivable and account reconciliations.
- 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

