

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	Financial Accounting Officer
POSITION NUMBER	1G009
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 6121 Email: abdul.dean@stadiums.qld.gov.au
VACANCY REFERENCE #	SQ52.26
CLOSING DATE	Sunday, 12 July 2026

THE POSITION

The Finance Officer position within the Finance Team is responsible for Accounts Payable and Accounts Receivable functions, includes recording and reporting of relevant financial transactions in compliance with SQ policies and procedures and other prescribed requirements and assist with the preparation of financial and management reporting.

The position may be required to partner with the SQ venues to ensure Accounts Payable, Accounts Receivable functions 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.

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

- Efficient processing, checking and reviewing Accounts Payable (AP) and Accounts Receivable (AR) invoices in Technology One Finance System (TechOne Finance) ensuring accuracy, completeness and compliance with SQ's policies and procedures and prescribed requirements.
- Manage and maintain finance in-box ensuring items are actioned in a timely manner.
- Perform monthly reconciliations of AP and AR and relevant adjustment journals in a timely manner.
- Review the Aged AP and AR Analysis reports for all venues to ensure any long outstanding items are actioned in a timely manner.



- Maintain registers in accordance with the Financial and Performance Management Standard 2019, including Quarterly Reporting Documentation, as well as accountable document registers such as the gifts register, special payments, Assets held for sale and impairment.
- Maintain and build strong working relationships with a diverse range of internal and external stakeholders to ensure efficient service delivery outcomes.
- Undertake the provision of information to SQ's internal auditor and the Queensland Audit Office on matters relevant to the position.
- Assess opportunities and work with the team to continuously improve systems and procedures relevant to the position to ensure better practice standards are achieved.
- Ensure all actions taken are in accordance with SQ policies, procedures, guidelines and relevant legislation.
- Perform administrative duties relevant to the position including records management and other relevant tasks that may be requested from time to time.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, 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 or Business or an equivalent level of experience 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.
- Sound knowledge of accounting practices and GST legislation relating to accounts payable, accounts receivable and account reconciliations.
- 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.
- 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

