



Position title	Accounts Receivable officer
National Gallery level	NGA Level 4
Position number	Position No. 3006
Employment type	Ongoing – Full-time
Department	Financial Accounting and Operations
Portfolio	CFO and Commercial
Immediate supervisor	Financial Operations Manager
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

ABOUT THE GALLERY

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world’s leading Australian and international art and artists. We are located in the National triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The CFO Portfolio provides strategic advice to the Council, the Executive, and partners with teams across the National Gallery to provide efficient, ethical and professional financial services to achieve the National Gallery's strategic outcomes, and through the provision of functional support.

The Financial Accounting Team is responsible for the National Gallery and the National Gallery's Foundation Financial Accounting and Reporting, including monthly actuals into the Central Budget Management System, preparation of the annual financial statements, external audit coordination, general ledger management, accounting policy, taxation, payroll, and asset accounting. Additionally, the team undertakes accounts processing, accounts receivable, credit card and cash management and monitors compliance with the PGPA and the National Gallery's Council Instructions.

The Accounts Receivable Officer is responsible for managing the Gallery's accounts receivable function and addressing enquiries from customers and line areas within the Gallery.

The Accounts Receivable Officer is responsible for processing daily receipts, following up outstanding debt and ensuring customer relationships are maintained. This position reports to the Financial Operation Manager.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

This position reports to the Financial Operations Manager and is an ongoing full-time role with the Financial Accounting and Operations team.

OUR IDEAL CANDIDATE

Our ideal candidate will have the following experience:

- Demonstrated experience in accounts receivable function
- Strong Excel and financial management information system abilities. (TechnologyOne CiA experience would be highly regarded)
- Strong attention to detail and good numeracy skills
- Well-developed liaison and communication skills and the ability to manage workloads and meet deadlines
- Demonstrated ability to work effectively and flexibly in a busy small team environment with competing priorities
- A reasonable understanding of accounting concepts and the ability to understand transaction processes and controls

WHAT WILL YOU DO?

In accordance with APS 4 work level standards, tasks include:

- Reconciling daily takings from the National Gallery shop, café, admissions, and membership
- Collecting, receipting, and banking monies including managing petty cash and a Cash Safe.
- Raising invoices for the National Gallery and consolidated entities
- Reconcile accounts receivable and undertake analysis of aged debtors reports each month.
- Following up outstanding debt
- Maintaining the Gallery's debtor profiles and payment terms.
- Address all enquiries from customers and various line areas within the Gallery.

- Manage corporate travel provider portal access.
- Manage corporate stationery provider relationship.
- Assist in streamlining and improving the accounts receivable process.
- Undertaking other various ad-hoc finance duties commensurate with the skill and capability requirements at this level.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

- The ability to take responsibility to prioritise your own work effectively to **achieve results**, often working with competing priorities and needing to work to deadlines while maintaining accuracy.
- The ability to **communicate clearly** both verbally and in writing, understanding stakeholders' requirements and providing concise information and advice.
- The ability to **build productive working relationships** with team members and stakeholders.
- The ability to **act with integrity**, showing accountability, judgement, and professionalism.
- The ability to understand and **support the National Gallery's strategic priorities**, recognising how your work contributes to the achievement of organisational goals.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

Qualifications, Certifications and Registrations

To be eligible for this role you **must**

- Be an Australian Citizen, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Relevant finance related qualifications and/or experience is desirable.
- Computer Proficient

Work, Health & Safety Obligations

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery

- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business.
- completing health and safety reporting in an accurate and timely manner.

Contact

Further information about the position may be obtained by contacting Mary Fisher on +61 2 6240 6747 or mary.fisher@nga.gov.au.