



POSITION DESCRIPTION

Position:	Bookkeeper
Reports to:	Director of Finance and Administration
Location:	374 Brunswick Street, Fortitude Valley, QLD 4006
Employment Basis:	Part time – 15 hours per week (spread over 2 or 3 days)
Term:	Permanent
Salary Range:	\$38 - \$42 / hour
Start Date:	ASAP

ABOUT QMUSIC

QMusic is the peak body for Queensland's music sector, the state-wide representative voice for Queensland's musicians, music workers, live music venues, and fans.

We resource and empower the businesses big and small who will create the soundtrack of Queensland's future. From Cairns to Coolangatta, and Mackay to Mount Isa, we create artistic, social, and economic outcomes for a successful contemporary music industry, with programs that include Australia's largest music industry event, BIGSOUND; the Queensland Music Awards; Valley Fiesta; and industry development programs, scholarships, and awards that assist music businesses across our state.

Our goals and strategies are underpinned by the following key principles, that define the character of QMusic and the way our organisation operates:

- **GENUINE:** we are open, honest, and transparent, and we will always be accountable to the industry for our work.
- **INCLUSIVE:** we are deliberately inclusive, fair, and equitable, and expect the same from our partners and stakeholders.
- **INDUSTRY FOCUSED:** we are connected to and representative of the industry and we put their needs and priorities at the centre of what we do.
- **INFORMED:** we seek to listen and learn, and we make our decisions based on ground
- **BOLD:** we are ambitious and actively seek out ways to be fresh and original. We position ourselves within a contemporary mindset, valuing creativity and innovation.

POSITION SUMMARY

QMusic is seeking a detail-oriented and enthusiastic Bookkeeper to join our team as we support the growth of a thriving live and recorded music industry in Queensland. Working alongside the Director of Finance and Operations you will play a key support role in accurately recording financial transactions, processing payroll and ensuring the smooth running of QMusic's finance operations.

We are looking for a bookkeeper who has 3+ years of experience and who will be able to own the position from the outset.

The ideal candidate would be suited to working 15 hours per week spread over 2 or 3 days per week as negotiated. Ideally, the candidate would have flexibility to increase available hours in the weeks around our major event times – especially for BIGSOUND in September.

KEY RESPONSIBILITIES

- Accurate recording of transactions in Xero.
- Accounts Payable including recording bills and investigating outstanding items.
- Accounts Receivable including preparing invoices and investigating outstanding items.
- Process pay runs to draft stage including checking accurate hours are recorded and ensuring leave requests are recorded in our HR platform (Employment Hero).
- Reconciliation of bank accounts and other Balance Sheet accounts.
- Generate financial reports to identify anomalies and review the accuracy of your work.
- Cross check Xero data and Airtable data to ensure project budgets are accurate.
- Collaborate with the Director of Finance and Administration to ensure accurate and timely financial records for the monthly Management Committee meetings.
- Understanding and compliance with taxation, superannuation and employment laws and regulations.
- Assist with Budget and Forecast preparation for the organisation and individual projects.
- Assist with financial reporting to funding bodies and ACNC.
- Assist with compiling documents for auditors.

GENERAL DUTIES

- Work collaboratively with all members of the QMusic team and ensure open and clear communication is maintained across the organisation.
- Attend QMusic events, functions and workshops, to support event delivery or to represent QMusic, some of which will take place outside standard business hours.
- Utilise QMusic's organisation-wide systems in accordance with policies and procedures provided.
- Play an active role in effectively implementing workplace health and safety protocols.
- Participate in post-event evaluation and reporting, including documentation of lessons learned and areas for improvement.
- Contribute to a positive, collaborative, safe, and inclusive work environment, including abiding by QMusic's [Collective Responsibility](#).
- Undertake any other duties as reasonably requested.

KEY RELATIONSHIPS

Internal: Director of Finance and Administration, QMusic Treasurer, CEO and staff.

External: Suppliers, Contractors, Government Stakeholders, Partners, Customers, Donors and Auditors.

POLICIES AND WORKPLACE PRACTICES

All QMusic employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected employees will be respectful towards the organisation, colleagues, clients and public, act collaboratively with all colleagues and act in safe and responsible manner at all times.

Flexible work hours will be required for occasional weekend and evening events.

KNOWLEDGE, EXPERIENCE AND SKILLS

- Experience in providing a full range of bookkeeping services including Accounts Receivable, Accounts Payable, Payroll, Superannuation, BAS preparation, reconciliations and report preparation.
- Payroll knowledge – Pay runs, Super, Entitlements, WorkCover, Fair Work, Contractor Super, etc.
- Experience using Xero is required.
- Strong Excel skills are required.



- Experience using Employment Hero (HR platform) and Airtable is beneficial.
- Ideally completed a Certificate IV in Bookkeeping or higher.
- Excellent attention to detail with a high level of accuracy.
- Excellent communication skills both written and verbal.
- Ability to work autonomously.

APPLICATIONS

Please send:

- a cover letter demonstrating your suitability for successfully performing the requirements of the role
- a current CV including two employer references

Submit your application via the [QMusic Job Applications](#) form by **11:59 PM AEST MONDAY 20 OCTOBER**.

Enquiries: Please contact the QMusic office on (07) 3257 0013 or careers@qmusic.com.au