

# Schedule 1 – Job Description



## Collingwood Football Club

### Job Description

**Position Title/Department:** Accounts Receivable Officer / Graduate Accountant

**Reporting Manager:** Senior Financial Accountant

#### Position Objective

To support the Finance team by managing the Accounts Receivable function and assisting with a range of general accounting and month-end tasks. The role requires strong attention to detail, excellent communication skills, and an ability to work collaboratively across the Club.

#### Responsibilities

##### Accounts Receivable

- Manage the end-to-end Accounts Receivable process. This includes managing the CRM invoicing and ensuring accurate integration with the accounting system.
- Preparation of weekly aged Debtor reports.
- Complete bank reconciliations and assist with month-end cashflow reporting.
- Prepare weekly cash reconciliation and coordinate bank deposits.
- Monitor bank account balances and initiate internal transfers to optimise interest revenue.

##### Month End

- Assist with monthly balance sheet reconciliations.
- Support month-end reporting requirements for the CFC group.
- Assist the finance team with month end financial board reports.

##### Other Duties

- Act as the primary back up for the Accounts Payable function.
- Assist with internal and external audit requirements.
- Assist in the completion of regulatory tasks (BAS, ABS surveys etc)
- Assist with AFL quarterly and annual reporting requirements
- Assist with travel booking system maintenance and management.
- Other duties as directed by Finance Manager and Senior Financial Accountant.

#### Skills & Knowledge

- Strong administration skills in MS Excel, Outlook, Word, Outlook, and PowerPoint.
- Ability to manage workload, prioritise tasks, and take ownership.
- Strong written and verbal communication skills.
- Excellent customer service focus, with the ability to build relationships at all levels.
- High attention to detail and accuracy.
- Ability to resolve internal and external enquiries professionally.
- General accounting knowledge and understanding of core finance processes.
- Experience with Microsoft Dynamics 365 (desirable).

#### Experience/Qualifications

- 1 - 3 years' experience in an Accounting role or similar.

#### Values & Behaviours

Is aware and will continue to strive and behave according to CFC's values – **DO BETTER, SIDE BY SIDE, A NEST FOR ALL, and FLY HIGHER.**

**DO BETTER** - I commit to take deliberate actions to address racism when I see it. At Collingwood we acknowledge the rights of the first peoples of Australia and that racism has no place in society.

**SIDE BY SIDE** – I commit my best to a high performing team. At Collingwood we celebrate the wins and stick together through times of adversity.

**A NEST FOR ALL** – I champion and respect, diversity and inclusion to make others feel part of the Black and White. At Collingwood we look out for each other, and those in need, as part of our commitment to provide a safe and welcoming club for all.

**FLY HIGHER** – I make the most of my opportunities to drive excellence for myself and the team. At Collingwood we strive for success