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**PAYMENTS OFFICER - Full Time**

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**Company  
Profile****Our Vision**

To be the best theatre company in Australia and lead the cultural conversation.

**Our Mission**

To create excellence in all forms of theatre with imagination and passion in order to entertain, challenge and inspire audiences.

**About MTC**

Melbourne Theatre Company is one of Australia's flagship performing arts companies and has been enriching lives through the storytelling power of the finest theatre imaginable for over 60 years. Under the leadership of Artistic Director Brett Sheehy AO and Executive Director Virginia Lovett, MTC produces classic and contemporary Australian and international theatre.

MTC produces an annual subscription season of up to twelve productions plus an extensive Education Program; a Women in Theatre Program; a multicultural artists program (MTC Connect); a family theatre program; regional, national and international tours; and regularly collaborates with companies and artists from the independent and small-to-medium sector through NEON NEXT and other initiatives.

MTC employs over 500 artists and industry professionals each year (with approximately 96 permanent staff), producing over 600 performances a season. It has a subscriber base of almost 18,000 people, with more than 200,000 attendances to its productions annually. MTC is a semi-autonomous department of the University of Melbourne.

Southbank Theatre is located in the heart of Melbourne's Southbank Arts Precinct. Each year around half of the mainstage season is performed in the 560-seat Sumner, with smaller-scale works and other activities in the 150-seat Lawler. The balance of the mainstage season is staged at nearby Arts Centre Melbourne's 882-seat Playhouse and 376-seat Fairfax Studio, with the four theatres enabling MTC to present works of a wide variety and scale.

**Purpose of the  
Position**

The prime responsibility of the Payments Officer is the efficient administration, processing and payment of all Melbourne Theatre Company Accounts Payable expenses and Payroll.

TechnologyOne is the financial system and chris21 is the payroll system used.

Accounts Payable payment methods are EFT, cheque, Visa card and International payments.

Payroll payments are via EFT and include both weekly and fortnightly payroll cycles.

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## Responsibilities

The role includes but is not limited to the following:

### **Accounts Payable**

Principal officer responsible for accurate and timely supplier/expense payments:

- Barcoding and scanning all invoices prior to data entry in the TechnologyOne system
- Forwarding invoices electronically via TechnologyOne to appropriate departments and ensuring they are authorized, coded and posted into the system for timely payment
- Preparing of weekly payment runs, both cheque and EFT, for approval
- Preparing ad hoc payments as required
- Weekly input of Visa credit card spending and liaising with card holders
- Administering the Company Cabcharge account, ensuring all tickets used are correctly coded and the monthly Cabcharge bill is paid on time
- Preparing an accruals list at the end of each month as part of Finance Report/Board Papers procedures
- Assisting the Company Accountant with Accounts Payable/Purchasing related month-end tasks as required
- Monitoring and reconciling Supplier Statements monthly to ensure all invoices have been received and account balances agree with MTC records
- Answering external supplier queries and internal staff queries relating to invoices/payments

### **Payroll**

- Collecting, checking and coding timesheets
- Processing timesheets and data entry into the payroll system
- Interpreting industrial agreements and legislation and apply these to timesheets and payroll adjustments
- Timely processing of additional allowances, deductions and other salary adjustments
- Maintaining up-to-date staff records in the payroll system
- Assisting with payroll-related queries
- Preparation for month end reporting
- Leave support for the Payroll Officer
- Assisting the Payroll Officer on other projects as required

### **Finance**

- Assisting the Company Accountant with ongoing process reviews and documentation
- Ad hoc projects as required

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## Skills & Attributes

The key requirements for this role are:

- Proficient ability with Microsoft Office suite
- Numerical competence with financial training an advantage
- Experience using a complex Purchasing/Accounts Payable finance package, ideally involving scanning and on-line authorisation and payment process or experience using an award-based payroll system

You will need to show evidence of the following:

- Good communication skills
  - High level of accuracy, attention to detail and commitment to meeting deadlines
  - Ability to work efficiently with minimum supervision
  - Initiative and ability to prioritise multiple tasks
  - Willingness to work as part of a team to achieve departmental objectives
  - Interest in theatre an advantage
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## Key Relationships

The Payments Officer is part of the Finance Department and reports directly to the Company Accountant and Payroll Officer.

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## Environment Health & Safety

All MTC staff must:

- Take active care of their health and safety and that of all other staff and contractors.
  - Follow all EHS policies and procedures covered in this manual and adopt work practices that support EHS programs
  - Report all hazards, accidents, incidents (including near misses) and issues to their supervisor or EHS representative using the applicable form.
  - Not interfere with, remove, or displace any safety guards, safety devices or protective equipment.
  - Wear personal protective equipment as provided.
  - Complete the required staff induction training and other EHS training as required
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## Conditions

MTC is an equal opportunity, smoke-free, family friendly employer and a dog friendly workplace.

The position is offered on a full-time basis. Ordinary hours of work are 7.5 per day, Monday to Friday.

Conditions include annual leave loading, 10% superannuation, an in- house subsidised canteen and complimentary theatre tickets.

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## Version Control

Revision Date:	February 2017
Document Owner:	Human Resources
Status:	Final
Author:	Company Accountant
Authorised by:	Finance Director
File Path:	Z:\HR\Recruitment\0 Payments Officer 2017\Payments Officer PD 2017.Docx