



ESP's core values represent the strong beliefs and behaviours of all our people. They describe the way in which all talent (ESP staff) behave and interact with others which in turn creates our unique culture:

The ESP Way- To have a balanced approach to work and life while embodying these 4 values:

- Respect- For talent, clients, community and each other.
- Excellence- Elite in everything we do.
- Accountability- Committed to deliver the best outcomes
- Passion- A spirited approach to everything we do

<b>POSITION DESCRIPTION</b>	
<b>Position Title</b>	Financial Accountant – ESP Group
<b>Division</b>	Operations
<b>Contract</b>	Full-Time – 5 days per week
<b>Position Objectives</b>	
<b>Position Objectives</b>	<ul style="list-style-type: none"> <li>• Deliver the financial reporting and statutory requirements of each ESP group entity               <ul style="list-style-type: none"> <li>- Elite Sports Properties</li> <li>- ESP Merchandise</li> <li>- ESP Cricket</li> <li>- ESP Polo</li> </ul> </li> <li>• Ensure the accurate, consistent and timely input of data into the accounting system for each ESP group entity</li> <li>• Manage monthly financial and board reporting for ESP group</li> </ul>
<b>Key Responsibility Areas</b>	
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Financial Accounting & Reporting	<ul style="list-style-type: none"> <li>• Reconcile balance sheet accounts monthly for each entity</li> <li>• Prepare monthly financial reports for each entity and individual business unit</li> <li>• Coordinate annual statutory accounts and income tax returns with external tax accountants</li> <li>• Assist Financial Controller with annual budgeting and forecasting</li> <li>• Prepare and lodge BAS and PAYG statements monthly/quarterly for each entity</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain fixed asset and depreciation registers on a monthly basis for each entity</li> <li>• Prepare and lodge annual FBT returns for each entity</li> <li>• Review annual payroll tax and work cover returns prepared by Payroll Accountant</li> <li>• Prepare weekly sales reports for all business units</li> <li>• Reconcile actual cost v standard cost stock conversions quarterly for ESP Merchandise</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Review accounts payable and receivable data entry ensuring accuracy</li> <li>• Approve fortnightly supplier payments recommended by Assistant Accountant</li> <li>• Review monthly staff payroll prepared by Payroll Accountant</li> <li>• Purchase foreign currency as required</li> <li>• Manage royalty reporting for ESP Merchandise</li> <li>• Oversee efficient filing of all financial records</li> </ul>
<b>Organizational Relationship</b>	
Reports to	<ul style="list-style-type: none"> <li>• Financial Controller</li> </ul>
Accountable to	<ul style="list-style-type: none"> <li>• Business Unit Managers ESP Group</li> <li>• ESP Suppliers</li> </ul>
Internal Relationship	<ul style="list-style-type: none"> <li>• All ESP Staff</li> </ul>
External Relationship	<ul style="list-style-type: none"> <li>• Customers/Debtors</li> <li>• Suppliers/Creditors</li> <li>• National Australia Bank</li> <li>• Australian Taxation Office</li> <li>• External Tax Accountants</li> <li>• Accounting Software provider</li> </ul>
<b>Qualifications and Experience</b>	
	<ul style="list-style-type: none"> <li>• Undergraduate degree in Accounting and Commerce with a 3+ years' experience in a financial accounting role</li> </ul>
	<ul style="list-style-type: none"> <li>• Qualified CA or CPA accountant or currently undertaking these studies</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with stock/inventory accounting</li> </ul>
	<ul style="list-style-type: none"> <li>• Proficient with Microsoft Office suite particularly Microsoft Excel</li> </ul>
<b>Desired Traits and Qualities</b>	<ul style="list-style-type: none"> <li>• Experience using Microsoft Dynamics Great Plains and accounting software</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience and/or interest with taxation matters that you wish to develop</li> </ul>
	<ul style="list-style-type: none"> <li>• Outstanding attention to detail and organization skills</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work within tight deadlines and under pressure</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to take direction, work within a team, as well as work autonomously</li> </ul>
	<ul style="list-style-type: none"> <li>• Professional demeanor both on the phone and in person</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Deliver completed month end financial reporting within 5 business days of end of month for each entity</li> <li>• Ensure all statutory obligations are lodged and paid by applicable due dates</li> <li>• Manage biannual reforecasting process with each ESP entity and business unit</li> <li>• Reconciliations of all fully manufactured inventory items on a quarterly basis</li> <li>• Submit annual accounts to external tax accountants by the end of July each year</li> </ul>