

Our Finance Team plays a critical role in managing and controlling all financial operations across Lasseters, including the casino, hotel, Food & Beverage outlets, and the Convention Centre. From administering payroll to overseeing material and stock controls, this department ensures all operational expenditure is effectively managed. As an Accounts Officer, you will contribute to the success of this team by ensuring all processes and documentation related to accounts payable and receivable are accurately reviewed, monitored, and actioned with diligence and care.

I have these skills:

- Eagerness to learn
- Inclination to assist
- Integrity
- Work ethic
- Positive communication – verbal and non-verbal
- Outstanding Customer Service Skills
- Attention to detail

**WHAT** – Experience and competency I have

- At least an AQF Certificate III relevant qualification including two years on the job training OR
- AQF Certificate IV relevant qualification and one year of relevant work experience
- Minimum three years of relevant full-time work experience if no relevant qualification is available
- Ability to obtain an NT Casino Operative licence which includes criminal history, fingerprint and probity checks
- Accounting experience
- I have knowledge of General Ledger, Accounts, and banking processes
- Solid administrative experience and excellent verbal and written communication skills
- Excellent written and verbal communication skills
- Strong networking attributes
- Demonstrate competent MYOB, Word and Excel competencies
- Preferable has prior experience in use Opera, Lightyear and Wage Easy, but not required
- Ability to build, maintain and strengthen existing customer and staff relationships
- Ability to perform under pressure, fast-paced environment, taking the initiative, prioritizing, working collaboratively
- Motivated to learn new skills and techniques
- Smart and tidy, in appearance, and when appropriate, Lasseters uniform
- Flexible, reliable, and responsive to a range of work situations

**WHY** – I do what I do

- I am passionate and highly organised with strong collaboration skills.
- I understand I am an integral part of the bigger picture, and it is expected for me to work closely with ASPCC team, Operations Manager, Hotel manager and Gaming Manager.
- I appreciate working independently and as an integral part of a team.
- Because of my ability to set priorities, I can meet deadlines and manage time effectively, which is a benefit to the business.

Accounts Officer

Responsible to: Financial Controller



#### **HOW – I do what I do**

- Process and maintain accounts payable and accounts receivable functions, ensuring all transactions are accurate and completed within required timeframes
- Arrange purchase orders, process supplier invoices, and facilitate timely payment of creditors for Lasseters Hotel Casino and Alice Springs Convention Centre
- Reconcile invoices, creditor statements, bank accounts, client accounts, and revenue accounts
- Prepare and process banking, including daily client banking, receipts, deposits, and bank reconciliations
- Maintain the General Ledger and assist with month-end and year-end accounting processes, including reconciliations through to trial balance
- Monitor, investigate, and analyse expenditure, costs, budget variances, quotes, estimates, and contract price movements
- Assist with the preparation of operating budgets, profit and loss reports, financial forecasts, and cost analysis reports
- Record and report cost variations, inventory adjustments, selling prices, and profitability information
- Allocate expenses to the appropriate budget and account codes and ensure accurate financial record keeping
- Produce daily, weekly, monthly, and ad hoc financial reports as required by management
- Prepare end-of-month reports and assist in the preparation of financial statements and management reporting
- Provide accurate and timely reporting of daily financial results and key business metrics
- Liaise with banks, suppliers, government agencies, and other stakeholders regarding financial matters
- Maintain taxation, superannuation, and other statutory reporting requirements, ensuring compliance with relevant legislation
- Interpret and apply company policies, financial procedures, and relevant government regulations
- Assist with payroll-related administration and reporting requirements as required
- Support budgetary control, costing activities, and financial analysis to assist business decision-making
- Maintain a high level of accuracy, confidentiality, and compliance in all financial and accounting activities
- Work closely with the Financial Controller and collaborate effectively with the broader Finance Team to achieve departmental objectives
- Undertake other accounting, finance, and administrative duties as reasonably directed

#### **We Value - Our People - Our Team**

##### **We offer you**

- Staff benefits, health club membership discount, 25% discount on food and beverages across Lasseters Operation.
- Meals provided while you are on eligible shifts.
- Uniforms are provided and laundered.
- Professional development, training, and career advancement

Accounts Officer

Responsible to: Financial Controller



- IHG Employee Benefit Program Membership
- Staff & Family social events.