



**SYDNEY FOOTBALL CLUB PTY LIMITED**

**ABN: 41 110 877 668**

**Address:** PO Box 1970, Macquarie Centre, NSW 2113

**Phone:** +61 (2) 8314 5100

**Website:** [www.sydneyfc.com](http://www.sydneyfc.com)

**POSITION TITLE:** Finance and Operations Assistant

**REPORTS TO:** Head of Finance/Head of Operations

**WORK TYPE:** Full time (38 hours)

## **KEY RESPONSIBILITIES:**

### **Finance**

- Reviewing supplier invoices, obtaining appropriate approvals and processing invoices
- Preparing sales invoices
- Assistance with credit control
- Supplier management
- Assist with audit tasks
- Processing payment runs
- Managing accounting system
- Preparation of Bank reconciliations
- Management of email inbox
- Reconciling Corporate Credit cards
- Processing of employee reimbursements
- Reconciling Events

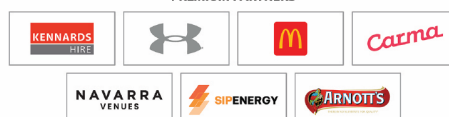
### **Match Day & Operations**

- Coordinate the collection, washing, and return of team ball kits and player uniforms, ensuring all items are accounted for and maintained in match-ready condition
- Manage parking arrangements for staff, players, and guests. Coordinate the issuance and tracking of accreditation passes, ensuring all relevant personnel have proper access credentials for venues and precinct areas.
- Liaise with catering providers to confirm meal requirements and delivery schedules for players, staff, and VIPs on match days and events. Monitor catering costs and ensure compliance with budget limits.
- Assist with ad hoc Match day and Operational requirements

#### **PRINCIPAL PARTNER**



#### **PREMIUM PARTNERS**



#### **MAJOR PARTNERS**





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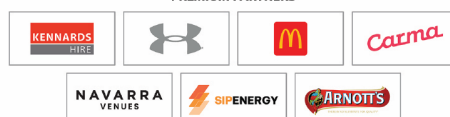
### **QUALIFICATIONS & EXPERIENCE:**

- 1-2 years experience in similar position highly regarded
- Tertiary qualification or currently studying towards a finance/accounting degree
- Experience using MYOB or any accounting system
- Experience using Word, PowerPoint, Excel and Outlook
- Interest and knowledge in sport highly regarded
- Willingness to learn new areas of a professional sports club
- Excellent time management skills
- Attention to detail
- Weekend work in relation to home matches

#### **PRINCIPAL PARTNER**



#### **PREMIUM PARTNERS**



#### **MAJOR PARTNERS**

