



**Assistant Accountant – Trafalgar Entertainment Asia Pacific (TEAP)
Part Time – Fixed Term Contract (1 year)**

Due to business expansion an opportunity exists for an Assistant Accountant to join our Finance Team for a 1 year fixed term part time contract working 3 days per week.

The **Assistant Accountant** is a pivotal role in the successful management of TEAP's finance operations. Working closely with the Management Accountant, this position is responsible for reporting and general weekly accounting requirements for our venues and Trafalgar Theatre Productions Asia Pacific (TTPAP) as required. These include entering payroll, settlements, invoice processing, sales journaling and other related duties.

We are looking for a cooperative and deadline focussed individual with at least 3 years' experience in a similar role. Finance Management experience in the live performance industry would be beneficial but is not mandatory for success in the position. This role requires the ability to work Monday, Tuesday with flexibility to attend meetings outside of standard business hours aligning with UK meeting schedules. Working either Wednesday or Thursday is also required.

We offer an attractive base salary with additional remuneration benefits such as access to our generous discount and reward scheme, ticketing perks as well as a supportive environment including development planning.

For further information about this role, please refer to the **Position Description** below.

To apply, please email a cover letter addressing the position requirements and your current resume to trsrecruitment@trafalgarentertainment.com.au with the Subject Line 'Assistant Accountant Application – NAME" by **Friday 20th March 2026**.

Early applications are encouraged as suitable candidates may be invited to attend an interview prior to the closing date.

Applications are open to those with full working rights in Australia. Trafalgar Entertainment Asia Pacific is an Equal Employment Opportunity Employer.



Assistant Accountant

Reporting to: Finance Manager
Position type: Part Time Fixed Term Contract.
Location: Suite 9.03, 25 Martin Place Sydney

Our Company:

Trafalgar Entertainment Asia Pacific (TEAP) is the Australian based division of Trafalgar Entertainment. This division supports **Trafalgar Theatre Productions Asia Pacific (TTPAP)** as well as the **Theatre Royal Sydney (TRS)** and venues to come.

By joining TEAP, you are joining the leading international live entertainment company, **Trafalgar Entertainment (TE)**. Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is focussed on new productions, the distribution of live-streaming innovative content and the provision of amazing spaces where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres (comprising Trafalgar Theatre and Olympia Theatre in London, Theatre Royal Sydney, and 12 UK regional venues), Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Helen O'Grady Drama Academy, London Theatre Direct, Jonathan Church Theatre Productions and The Chiswick Cinema.

TEAP operates the Theatre Royal Sydney (TRS) which is one of Australia's oldest theatrical institutions, originating in 1832 with the current TRS built in 1976. In 2017, Trafalgar Entertainment became the new operators of TRS and after an extensive restoration period, the theatre reopened in December 2021. The iconic 1,200 seat theatre is an architectural masterpiece and centrepiece of theatre in Sydney's CBD. The theatre is home to a broad range of entertainment including dramas, plays, comedy and musicals. **TTPAP** is commencing operations in 2026 and will be responsible for the general and financial management of several Australian theatre productions.

About the Role:

The **Assistant Accountant** is a pivotal role in the successful management of TEAP's finance operations. Working closely with the Management Accountant, this position is responsible for reporting and general weekly accounting requirements for TRS and TTPAP as required. These include entering payroll, settlements, invoice processing, sales journaling and other related duties.

Experience in Finance Management in the Live Performance Industry would be beneficial. This role requires the ability to work Monday, Tuesday and with flexibility to attend meetings outside of standard business hours. Working either Wednesday or Thursday is also required.

Equal Opportunities and Diversity:

We LOVE entertainment, and in our world, EVERYONE has a part to play. Trafalgar Entertainment and its subsidiary companies are committed to ensuring that the organisation is truly inclusive, diverse and anti-racist, achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. We believe that all employees and customers are entitled to be treated with respect and dignity.

TRAFALGAR ENTERTAINMENT ASIA-PACIFIC

ABN: 94 628 277 136 Business

Address: 108 King Street Sydney NSW 2000

Responsibilities:**Payroll:**

- Processing of weekly payroll for TRS venue staff, including reviewing and exporting of approved timesheets from Deputy rostering system into Xero.
- Updating employee payroll records in Xero and ensuring that they match the employee details in Deputy or other HRIS.
- Submitting completed payroll reports to line managers for approval, so that payroll can be finalised by 1.00pm every Tuesday, for uploading to the bank and payment on Wednesday.
- Processing and payment of State and Federal tax obligations including PAYG, Payroll Tax and Superannuation by due dates.

Accounts Payable:

- Processing and payment of vendor invoices in a timely manner, following internal control procedures for approval of expenditure.
- Scheduling batch runs based on standard company payment terms.
- Ensuring that supporting documentation is provided to approvers for all payment runs.
- Verify and process employee expense claims and manage the approval and payment process.
- Reconcile corporate credit card transactions and enter them into the accounting system with supporting documentation.
- Supporting the month end function.

Other Responsibilities:

- Compilation and weekly preparation of the financial settlement documentation for venue hirers.
- Processing of bar and merchandise retail sales and cost of sale journals.
- Setting up payments on ANZ transactive and obtaining approvals from authorisers.
- Utilise Microsoft Business Central group accounting system and assist other team members to utilise the Medius system to generate purchase orders.
- Actively participate in TEAP company related training and initiatives
- Any other duties as required.

Work, Health & Safety:

- To adhere to all Work, Health & Safety procedures to minimise the risk of injury and accidents
- To understand and follow the WHS procedures of TEAP and Theatre Royal Sydney
- To report any incidents, accidents and near misses to Management
- To assist in completing departmental risk assessments and ongoing document and procedural review.
- Play an active role as part of the venue's Emergency Response Team if required and to ensure the safe execution of the Emergency Response Procedures Manual
- To attend Work, Health & Safety training, as required

Position requirements:

- Strong technical accounting skills and highly proficient in Microsoft Excel
- Working Knowledge of various platforms such as Xero, Deputy, Microsoft Business Central, Medius is desirable
- Excellent planning and organisational skills with attention to detail
- Able to work under pressure and meet tight deadlines
- Sound commercial awareness with drive for results
- Excellent written and verbal communication skills

- Confidence and ability to enforce adherence to required protocols
- Ability to work independently as well as take direction and work as part of a team
- Experience in communicating with and managing various stakeholders for a positive outcome
- Calm and patient demeanour with achievement and accountability focus
- Ability to maintain confidentiality and maintain sound judgement in handling sensitive information adhering to privacy regulations.
- Demonstrated ability to interpret modern awards is essential. Working knowledge of the Live Performance Awards and Performers' Collective Agreement would be beneficial.
- Tertiary qualifications in Finance and Accounting, preferably with CPA or CA qualification.
- 3+ years post qualification experience in a similar role.
- Previous experience and interest in the live performance industry is highly desirable but not essential.
- Ability to work Monday, Tuesday Wednesday is a position requirement.