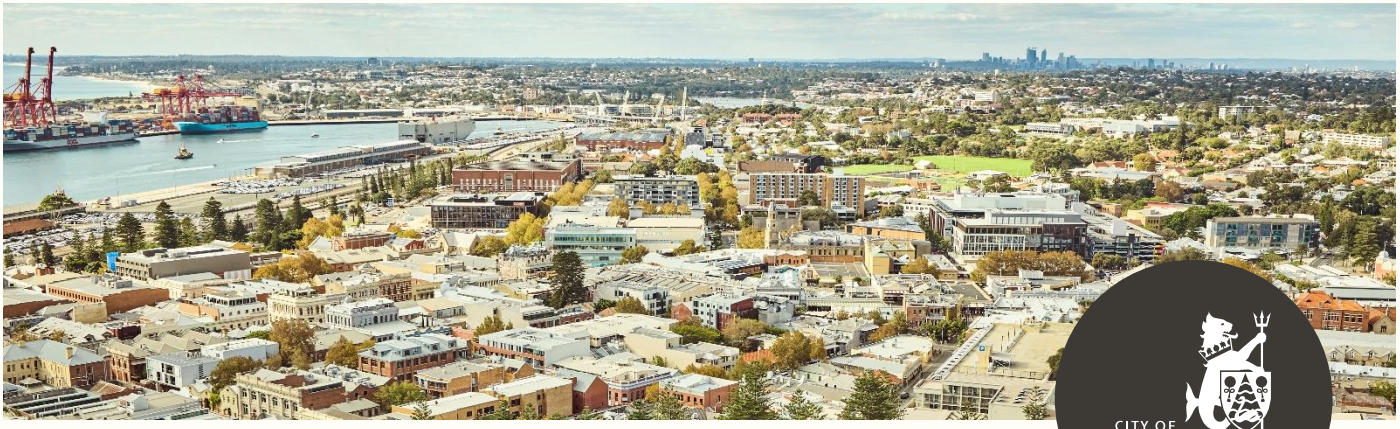


Assistant Finance Officer

Permanent part-time (18.75 hours per week)

Salary $71,910 - $86,967 per annum (pro rata) + 12% super

Benefits

- **Creative workspace at Fremantle Arts Centre**
- **Superannuation co-contribution options**
- **17.5% leave loading**
- **Access to Fitness Passport**

Organisational Overview

The City of Fremantle is home to one of WA's most iconic creative hubs, Fremantle Arts Centre. Where we host a diverse mix of exhibitions, performances, and public programs. When you join our team, you become part of a passionate crew that thrives on innovation, collaboration and delivering inclusive cultural experiences for the community. You'll work in an energetic and supportive environment that values your creative flair, encourages fresh ideas, and gives you the freedom to shape memorable events that reflect Fremantle's rich cultural identity. If you're ready to make a meaningful impact in a city that champions the arts, we want to hear from you.

We're an arts organisation where ideas, performances and stories come to life — and behind the scenes, our finance team keeps it all moving. We're looking for an Assistant Finance Officer who loves detail, thrives on accuracy, and wants their work to directly support artists and audiences. If you're keen to use your financial expertise in a role that combines professionalism with purpose, this is your chance to make an impact in a vibrant, creative environment

Key Responsibilities

- Processing and reconciling daily takings from Reception, FAC Shop, Online e-commerce systems and events/concerts
- Completion of daily banking and preparation/management of cash floats
- Conducts reconciliations, verifies cash balances and resolves discrepancies
- Preparation of purchase orders and processing of invoices
- Preparation of accounts receivable invoices for the Arts & Culture team

To be considered for this position, you will need

- Proven experience in managing cash floats, including preparation, distribution and reconciliation.
- Experience in the use of financial accounting software systems and Excel
- Proven experience in identifying and resolving financial discrepancies
- Demonstrated skills to problem solve with a logical and structured approach
- Excellent verbal and written communication skills
- Be available to work Monday, Wednesday and Friday

The City of Fremantle promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The City encourages people of all ages, genders, and abilities, Aboriginal Australians and people from culturally diverse backgrounds to apply for this job.

If you have any access needs that may require reasonable adjustments to allow you to fully participate in the application and interview process, please get in touch with the contact below. If you are an Aboriginal person or a person with a Disability who would like assistance with your application, please contact the Jobs and Skills Centre on 136464.

Application Instructions

Click Apply to be directed to our website and submit your application. Navigate to Job Attachments to view position description and Application Instructions.

Applicants should provide a current curriculum vitae and a two-page (maximum) cover letter in .pdf format. You do not need to address the selection criteria. Your CV and cover letter should demonstrate how your skills and experience make you a suitable candidate for the advertised position. The estimated closure date is **5pm November 17** but we reserve the right to close the ad prior to this date.

To discuss this opportunity in more detail please contact Christine Lofthouse on CHRISTINEL@fremantle.wa.gov.au

Applicants must have the right to work in Australia.

The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the Walyalup/ Fremantle area, and we recognise their cultural and heritage beliefs are still important today.