



POSITION DESCRIPTION

Title	Corporate Accountant
Department	Corporate Services
Reporting to	Head of Finance
Location	Sydney NSW
Last Updated	June 2026
Employment	Permanent, Full Time

PURPOSE

This role is responsible for supporting the financial management of the Australian Olympic Committee (AOC), the Australian Olympic Foundation (AOF), the corporate entities associated with the Community Fund (AOCF), and the AOC Athletes and Coaches Foundation (AOCACF).

KEY DELIVERABLES

- | Ownership of general ledger management
- | Preparation of month-end journals, processing, reconciliations and reporting for the AOC and ownership of all month end processes for AOF, AOCACF and all AOCF related entities, including intercompany and investment schedules.
- | Providing support to the business including regular profit and loss reporting and communication to relevant department heads and sustainability reporting.
- | Tax responsibilities – preparation of monthly/ quarterly BAS, assistance with claiming international VAT, AOC fringe benefit tax return, income tax returns for AOF and the Investment Manager of the AOCF (AOCIMS).
- | Maintenance of the general ledger (Business Central) and set up of new accounts, cost centres and projects. Key contact for Business Central external consultants.
- | Continue the redesign of the organisation's new budgeting, forecasting and reporting models to reflect the organisation's new operational and reporting needs using the support of AI tools.
- | Assist with annual processes including budgeting, preparation of financial statements, sustainability reporting, audits.
- | Other ad-hoc support in administration of the Finance Department.

ADDITIONAL RESPONSIBILITIES

- | Demonstrate the AOC values and ensure that they are embedded in all that we do.
- | Be aware of the compliance infrastructure and work in a manner which minimises exposure to reputational, regulatory, financial, operational and/or commercial risk.



- | Maintain an understanding of the AOC's commitment and expectations of our Child Safe policy and guidelines and take action to ensure we do our utmost to protect children and young people from harm.
- | Be mindful of health & safety obligations & responsibilities to ensure the AOC complies with regulations and provides a safe workplace for all employees and volunteers.
- | Understand and execute on AOC's Social Responsibility actions including the Reconciliation Action Plan and Sustainability objectives.
- | Monitor and continuously improve compliance with financial controls, accounting policies and policies & procedures and streamline financial accounting operations.

EXPERIENCE PROFILE

- | Degree in Commerce/ Business, or a related field
- | Previous experience in a similar role and knowledge of general ledger functions and month-end/year end close process
- | Advanced Microsoft Excel skills and a strong desire to explore, and experience in, the use of AI tools
- | Experience in the maintenance of general ledger systems
- | An analytical mindset, high attention to detail and strong problem-solving skills
- | Proactive and accountable
- | A great sense of teamwork and ability to work in a collaborative setting
- | CA or CPA qualified (or on track to completing).

ADDITIONAL INFORMATION

- | This position may be required to travel internationally and will be required to comply with the AOC's vaccination policy.
- | This role is a full time, permanent position based in Sydney.