

Job Description

FRINGE WORLD Finance Manager

About *FRINGE WORLD*

The FRINGE WORLD Festival is the largest annual event staged in Western Australia and the third largest Fringe Festival in the world in terms of tickets sold. The Festival is produced by Artrage, a not-for-profit incorporated association that has been at the forefront of developing arts and culture in Western Australia since 1983.

Alongside the annual Festival, Artrage produces and manages a number of other arts and entertainment enterprises that increase the scale and breadth of the organisation's reach including an outdoor cinema that runs throughout the summer and a regional touring program.

Find out more about the positive impact of the FRINGE WORLD Festival and the work of Artrage here: https://issuu.com/artrage/docs/2017_impact_report

About the Role

The primary purpose of the Finance Manager is to ensure the smooth delivery of the day-to-day financial processes and associated administration of FRINGE WORLD and Artrage operations.

Reporting to the CEO and working closely with other members of the Artrage Executive team alongside Artrage's FT book-keeper and Administration personnel, the Finance Manager's key responsibilities include:

- Financial management, including implementing and monitoring financial controls, budget and cashflow management, audit delivery and risk management across the business.
- Preparation of all necessary financial and other reports to meet statutory and grant/funding requirements and to accurately inform the CEO and Executive Team and the Board of Artrage.
- Overseeing the financial administrative function of Artrage, including monitoring of cash handling and banking processes.

As a valued member of a highly productive and energetic team and organisation, the Finance Manager will also provide financial process advice and support to all departments and personnel across Artrage and contribute to broader planning and strategy development for an organisation that delivers enormous value and positive impact for the people of Perth and Western Australia.

Application process

In your application, please provide:

- A statement that addresses the Qualifications, Experience and Skills required for the role (no more than two pages in length); and
- A current resume with contact details of two professional referees.

Application closing date: Midnight WST Wednesday 04 October 2017

Applications received after the closing date will not be accepted. Applications can only be sent via email as MS Word or Adobe PDF files with a total size of no more than 2MB. Do not attach ZIP or password protected files.

Email your application to hello@artrage.com.au with "Finance Manager" in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be directed to the FRINGE WORLD Festival CEO Marcus Canning at hello@artrage.com.au

By submitting an application for this position you acknowledge and accept our Privacy Policy, which is available to view on our website.

Selection Process

Shortlisted applicants will be asked to take part in an interview in week commencing 9 October 2017.

The start date for the position is in the week commencing 1 November 2017.

Contract Details

- Salary:** To be negotiated with the successful applicant and commensurate with skills and experience.
- Contract Period:** Fill Time. One year contract with potential option to extend.
- Working Hours:** Full-time (38 hours per week) – Artrage offers flexible self-managed working hours.
- Working Location:** The role is based at the Artrage office in Northbridge. Artrage considers work from home options where appropriate.

FRINGE WORLD Finance Manager

Position Title	Finance Manager
Reports to	CEO
Direct Reports	Book-keeper, Business Systems Manager, Senior Administration Coordinator, Accounts Coordinator, 2 x Administration Coordinators, external IT contractor.
Works alongside	Festival Director, Marketing Director

Key Accountabilities

Financial Management

- Manage the annual and mid-year budgeting process; including review of the annual budget and incorporating changes as required;
- Monitor financial performance and provide analysis and advice to departmental managers;
- Oversee financial control, including the tracking of business unit spend, tracking of all pending invoices and updating of cash flow forecasts;
- Prepare detailed monthly financial and management reports for submission to the CEO and Board;
- Coordinate all aspects of the annual audit process, including the preparation of financial statements for the annual report and ensuring compliance with all statutory requirements;
- Monitor Accounts Receivable, including review and management of aged creditors, receipts holding, invoice requests and delivery of remittance advices;
- Monitor Accounts Payable, including ensuring adherence to purchasing policies and reviewing all invoices;
- Oversee reconciliation of sales against bank statements and sales by presenter;
- Manage general banking duties, including completion of weekly takings sheets, deposit books and cash receipts, and banking of weekly takings;
- Oversee staff superannuation payments and the preparation of staff payment summaries;
- Ensure all statutory reporting is completed on-time; and
- Manage MYOB accounting data file.

Human Resource Management

- Manage fortnightly payroll processing, including submission of timesheets, ensuring staff information meets payroll requirements and sign off on staff wages;
- As part of payroll processing, monitor leave entitlements, including adjustments and reconciliations, and undertake tracking of accrued leave entitlements;
- Address employee queries relating to pay and employment as required.

Compliance and Risk Management

- Contribute to the development and implementation of the annual risk management strategy and plan;
- Contribute to overseeing contracting by the organisation, including the review of all agreements and contracts received and issued by the organisation to ensure alignment with financial and budget targets;
- Assist where appropriate in the management of registrations for the business, including those relating to the Not-for-Profit status of Artrage (ACNC, Department of Commerce and Register of Cultural Organisations), licensing requirements with APRA and PPCA and trademark registrations;

Strategic and Business Planning

- Work with the CEO and other members of the Executive Team in strategic and business financial planning to achieve business objectives; and
- Contribute to business plan development activities aligned to financial targets and assist with incorporating strategic financial outcomes into operational activity.
- Provide support and advice in the organisation's commercial dealings, including collation and analysis of data and preparation of recommendations;

Qualifications and Experience

- Experience in financial and business management.
- Desirable - Degree or Diploma in Accounting, Commerce or Business Administration.
- Desirable - Experience in the not-for-profit sector and reporting for not-for-profits.
- Desirable – Experience in the Arts and Culture sector

Skills

- High level financial and analytical skills
- Strong interpersonal skills and ability to liaise with multiple internal and external stakeholders
- Demonstrated ability to manage staff and external contractors
- Excellent organisational and time management skills with demonstrated ability to prioritise tasks and meet tight deadlines
- Strong attention to detail
- Experience in MYOB and Microsoft Office suite, including strong Excel skills