

Position Description – Finance Manager

Job Specification

Job Title: Finance Manager
Department: Operations
Reports To: CEO
Direct Reports: Nil

Job Scope

The Finance Manager provides leadership across all financial, business systems, and administrative functions. The role ensures financial integrity, operational efficiency, compliance, and forward-looking business performance.

Key Accountabilities	Tasks	Results
<p>Financial Leadership 70%</p>	<ul style="list-style-type: none"> Manage all bookkeeping, budgeting, forecasting, and financial reporting activities to ensure accuracy and timeliness. Lead the development and maintenance of financial controls, policies, and procedures. Provide financial analysis, insights, and strategic advice to the CEO and assist with Board paper preparation. Manage cashflow, financial risk, and long-term financial planning. Manage daily financial operations in line with company policies and accounting standards. Oversee payroll, leave entitlements, superannuation, and benefits for up to 100 employees. 	<ul style="list-style-type: none"> Financial operations are accurate, compliant, and delivered on time. Budgets and reports are well maintained and reliable. CEO is regularly informed of cash flow status. Payroll is accurate and completed on schedule. Strong application of accounting principles suited to a not-for-profit arts organisation.

Key Accountabilities	Tasks	Results
	<ul style="list-style-type: none"> Lead optimisation of business systems supporting finance, ticketing, and venue operations. Drive continuous improvement in workflows, reporting tools, and system utilisation. 	
Compliance 15%	<ul style="list-style-type: none"> Maintain compliance with statutory, audit, and reporting requirements across finance and business operations. Ensure governance processes support transparency, accountability, and organisational resilience. Support contractual, procurement, and commercial arrangements with suppliers and partners. Support human resource administration and compliance. Manage insurance policies and work with the broker to ensure organisational compliance. 	<ul style="list-style-type: none"> Audit completed accurately and on time. Insurance coverage remains compliant and fit for purpose. Claims are processed accurately and promptly. Recommendations for improvements are documented and submitted.
People & Stakeholder Leadership 10%	<ul style="list-style-type: none"> Partner with internal stakeholders to support financial operations. Liaise with external auditors, insurers, banking partners, and funding bodies. Maintain professionalism and adhere to the Employee Policy Handbook and Code of Conduct. Foster a respectful, collaborative team environment that encourages creativity and idea-sharing. 	<ul style="list-style-type: none"> Full compliance and advocacy for all points raised
WHS 5%	<ul style="list-style-type: none"> Ensure compliance with policies, report hazards, and actively contribute to overall safety and risk management practices. 	<ul style="list-style-type: none"> Effective administrator and promoter of best practice WHS

Person Specification

Experience	Education	Personal Attributes	Alignment with Organisational Values
<ul style="list-style-type: none"> Minimum 2 years' experience in accounting/financial management Strong working knowledge of financial reporting obligations and Australian accounting principles Experience in audit and regulatory compliance Experience in processing employee contracts and payroll High level communication skills Proven ability to manage complex budgets Excellent computer skills, including advanced level Excel, with a knowledge of Monday.com and Deputy highly desirable 	<ul style="list-style-type: none"> Demonstrated successful minimum 2-3 years in a similar role a must Tertiary qualification in accounting preferred 	<ul style="list-style-type: none"> Excellent communication skills and ability to build rapport with a range of stakeholders High-level organisational skills with capacity to multi-task and meet deadlines Capacity to work as part of a small busy team, with a positive and inclusive attitude Excellent decision-making skills 	<ul style="list-style-type: none"> We ensure a safe and healthy workplace for all We believe in honesty and acting with care, diligence and integrity in everything we do Foster a culture of mutual respect with the proper regard for the rights and dignity of others We strive for compliance and continuous improvement daily Teamwork – we enjoy our work and work collectively to achieve goals We are accountable for our actions, performance and behaviours

Acknowledgment

Please acknowledge that you understand and will abide by this position description:

Employee		Signature		Date	
----------	--	-----------	--	------	--