

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

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

## Person Specification

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

## Acknowledgment

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

Employee		Signature		Date	
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