

MELBOURNE International Arts FESTIVAL

Position Title: Financial Accountant
Work Unit: Finance & Corporate Services
Reporting to: Head of Finance & Corporate Services
Designation: Full time Permanent
Salary Range: \$70k-\$80k FTE base per annum

Financial Accountant

Organisation Context

Melbourne International Arts Festival is one of Australia's leading international arts festivals and has an outstanding reputation for presenting unique international and Australian events in the fields of dance, theatre, music, visual arts, multimedia, free and outdoor events over 18 days each October.

Annual turnover is in the range of \$10-\$12 million, with revenue base comprising approximately 60% contributed public funding, 25% earned revenue from box office receipts and 15% contributed funds from sponsors and individual donors. There are 21 core staff, and a team that increases to over 60 with short term staff in the lead up to and during the festival.

Based in Federation Square, Melbourne Festival is an equal opportunity employer and as such is committed to fair and equitable treatment for all employees and potential employees.

As an employee you can make an important contribution to our culture, the development of our organisation and our ultimate success.

Summary of Position

Reporting to the Head of Finance and Corporate Services, the Financial Accountant is part of a small team responsible for supporting the Festival organisation's financial management, risk management, human resources, information technology, facilities management and other administrative services.

Purpose

The Financial Accountant's primary purpose is to provide financial management services to the organisation and to the Finance & Corporate Services team. Key responsibilities include management and statutory financial reporting, compliance, general ledger maintenance, payroll, and budgeting and forecasting. The Financial Accountant also provides advice and support to other departments on financial and payroll matters.

Key relationships

The role provides support to the Head of Finance and Corporate Services and works closely with the Finance Officer. The Financial Accountant role also requires close cooperation with:

- Melbourne Festival staff
- Melbourne Festival leadership team
- Internal and external auditors

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Specific Responsibilities/Activities

Financial reporting

- Produce and distribute accurate, timely and astute management financial reports
- Produce and distribute accurate and timely department expenditure reports
- Produce accurate and timely reports for Board and FARG Committee meetings
- Make ongoing improvements and enhancements to reporting
- Analyse and investigate figures for discrepancies and provide variance analysis
- Reconcile and process the annual Box Office journal
- Prepare monthly Balance Sheet account reconciliations
- Maintain depreciation schedules and asset register

Compliance

- Help ensure that financial policies and controls are adhered to across the organisation
- Provide guidance to the Festival team members on policies and procedures
- Prepare the draft annual Statutory Accounts for audit
- Prepare annual FBT reconciliation
- Prepare quarterly Business Activity Statement returns
- Prepare annual Payment Summaries and submit relevant documentation to ATO
- Prepare monthly PAYG Tax Withheld returns
- Prepare annual Workcover return
- Prepare monthly Superannuation payments

Payroll

- Payroll processing (using Xero) and reviewing
- Payroll system maintenance
- Award familiarisation and timesheet reviewing, ensuring appropriate approvals
- Maintain personnel records including appointments, terminations, leave, superannuation
- Filing all relevant documentation
- Ensure correct procedures are followed for payroll authorisations and payments
- Prepare payroll journals for general ledger

General Ledger

- Maintain general ledger and reports
- General ledger journal preparation and processing
- Assist the Festival team members with general ledger queries, comparisons, reports etc.
- Monthly accrual review and processing
- Maintain associated monthly and annual general ledger reports
- In conjunction with the Finance Officer maintain and distribute Chart of Accounts; including setting up or modifying project codes

Budgeting & Forecasting

- Assist the Head of Finance & Corporate Services with the annual budget cycle
- Preparation of draft operating expense and department salary budgets
- Review of program budget and assistance to the programming & production team
- Preparation of regular cash flows and monitoring of term deposits

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Key Selection Criteria

1. **Financial experience** – previous experience in a similar role is required. Relevant tertiary and/or accounting qualification is beneficial but not essential.
2. **Payroll** – experience in managing a payroll function, interpreting employment contracts, up to date payroll legislation knowledge.
3. **Information systems** – highly competent with accounting and payroll software and with excel spreadsheets. Experience with Xero advantageous.
4. **Customer service focus and communication skills** – a demonstrated commitment to delivering high level service to internal and external stakeholders. A mindset of continuous improvement and a service-oriented approach.
5. **People skills** – proven ability to develop effective collaborative working relationships at all levels.
6. **Time management and planning** – demonstrated capacity to manage multiple and competing tasks and to effectively plan and meet deadlines.

Personal Attributes

Required for success in this role:

1. **Reliable and trustworthy** – performs duties with honesty and integrity and is comfortable and experienced in handling confidential and sensitive information.
2. **Problem solving and initiative** – able to identify and anticipate problems and/or complex situations and discuss and implement solutions.
3. **Flexibility and openness** – able to adapt to fluctuating workload and demands and a dynamic work environment, and to work collaboratively.
4. **Judgment and discretion** – understanding of accountability and delegations of authority; able to exercise sound judgment in the interpretation and application of policy and procedures.
5. **Standards** – establish and maintain exceptional standards of accuracy and integrity in all work produced. Work with a high attention to detail.
6. **Arts** – an interest in the arts and a capacity to convey enthusiasm for the arts is beneficial.

Location and other terms

The position is based at the Melbourne Festival Offices in Federation Square, Melbourne.
Full time, Permanent

Application details

Please provide your resume and covering letter responding to the selection criteria to:

Email: jobs@melbournefestival.com.au

Applications close: 5pm Tuesday 16th October 2018

Interviews will take place: week commencing 22nd October 2018