

SLINGSBY

- Journey In Wonder -

POSITION: Finance & Admin Officer
CONTRACT PERIOD: 12 months (0.4FTE)
SALARY: \$75,000 per annum, pro rata
START DATE: November/December 2023

POSITION SUMMARY

The Finance & Admin Officer's role is accountable to the CEO/Artistic Director, Executive Director and Board, for delivery of financial management and reporting. This role works in close collaboration with the CEO/Artistic Director, Executive Director and Slingsby accountants GPK Holdich.

Key responsibilities include liaising with alongside Slingsby accountants to coordinate: *payroll, accounts receivable, reconciliation of accounts, ROCO reporting, ACNC reporting, financial board reports and tracking and managing of expenditure through MYOB.*

RESPONSIBILITIES

- Liaise with Slingsby's Chartered Accountants GPK Holdich
- Work with accountants to prepare financial reports for Finance Sub-Committee meetings; attend Finance Sub-Committee meetings with CEO/Artistic Director and ED; and minute all meetings.
- Prepare board reports, agenda and supporting papers, and distributing to Slingsby Board of Directors
- Attend Slingsby Board meetings, contribute to discussions on Board level financial reporting, provide relevant information, suggestions and recommendations in order to support effective decision making, and work with board meeting minute taker to ensure minutes are accurate.
- Collate credit card payments/receipts, allocate project codes, and work with accountants to prepare reconciliations, payment and monitor tracking of expenditure for project budgets
- Work with accountants to prepare reconciliations and other financial reports for board meetings and funding bodies as required.
- Assist in developing organisational and project-based financial budgets and deliverables in consultation with the CEO/Artistic Director and ED.
- Work with accountants to enter annual budget into MYOB.
- In consultation with the CEO/Artistic Director and ED, track organisational and project financial budgets, and work with accountants to action updates through MYOB
- Attend AGM, prepare relevant information and provide to Board of Directors, and work with board meeting minute taker to ensure minutes are accurate.
- Preparing Public Fund reports, work with accountants to provide financial reports, agenda and supporting papers, and distributing to Trustees, attend meetings, and take minute of meetings.
- Supporting office operations – providing admin support to the team as required.
- Ensure daily procedures run smoothly
- Manage and order office supplies.
- Prepare presentation, spreadsheets and reports as required
- Ad hoc administration duties assigned by Artistic Director / CEO and ED
- In consultation with the ED, manage and abide by OHS requirements when working at Slingsby's Hall of Possibility.
- Abide by the organisation's risk management strategies including: Workplace Health and Safety compliance, fire compliancy, evacuation plans, disability access plans, environmental sustainability policies, when required.
- Abide by and work to the organisation's key policies, performance indicators when required.

KEY TASKS

- Work with accountants to reconcile accounts through MYOB
- Work with accountants to generate financial reports through MYOB
- In consultation with CEO/Artistic Director, be responsible for managing payroll and working with accountants to action through MYOB.

- Work with accountants to make payments of all invoices through Slingsby bank account.
- Assist with managing accounts receivable.
- Complete ROCO reports
- Work with accountants to manage superannuation payments, paid through the MYOB Super function.
- Work with accountants to manage BAS statements
- Responsible for taking minutes for Finance Sub-Committee meetings and Public Fund meetings

SELECTION CRITERIA

- Preferred experience in working in finance for arts organisations, galleries, festivals and/or a related industry.
- Demonstrated experience in similar admin role.
- Demonstrated experience working with MYOB
- Ability to communicate knowledge of finance management and use of MYOB
- Demonstrated experience with ROCO reporting and managing donations.
- Demonstrated experience in working within defined budgets.
- Demonstrated ability to manage time, complex tasks and competing deadlines concurrently.
- Good oral and written communication skills.
- High level of computer literacy, particularly in Microsoft office
- Excellent organisational skills.
- Demonstrated initiative and strong ability to think creatively to solve problems independently.

PERSONAL ATTRIBUTES

- High level of administration skills
- High level finance management skills.
- High level of attention to detail.
- Ability to multi task
- Ability to work in a small dynamic team
- Excited for new challenges and to learn new things
- Self-reliant and self-motivated.
- A positive and enthusiastic attitude
- Patient, amiable and good humoured.
- Ability to work effectively as a team player as well as independently.

For any queries about the role, please email info@slingsby.net.au

Applications close: 20 October 2023

To apply for this position, please send a cover letter and resume responding to the position description to info@slingsby.net.au