

FINANCE CO-ORDINATOR

Position Title: Finance Coordinator
Salary: Negotiable (based on experience)
Terms of Contract: **Part-time (24hrs/week) Salary pro rata**

Background

The Art House, Wyong Shire Performing Arts and Conference Centre (The Art House) is a performing arts centre. Located in Wyong town centre on the Central Coast, The Art House is a catalyst facility for the region and supports local and touring professional and amateur arts as well as conferences and functions. Its program consists of hires, purchased productions and in-house productions.

The Art House comprises:

- a 500 seat Proscenium Arch Theatre with automated full fly tower
- a flexible Studio Theatre space with a 130 people seating capacity (and the ability to use the space for rehearsals, performance, functions and conferences)
- display foyer with café and bar
- box office
- catering facilities (including a commercial kitchen)
- a meeting room

KEY RESPONSIBILITIES

Manage the financial operations of the company to trial balance to ensure financial compliance and ensure that all financial statutory requirements are met to the satisfaction of the Board.

Responsible for maintaining cash controls, preparing and completing payroll, administration, assisting in preparing financial statements, purchasing and maintaining accounts payable.

SUPERVISION	
Reporting to	Executive Director
Direct reports	N/A
ROLE	
	Essential Criteria
	<p>Essential</p> <ul style="list-style-type: none"> • Sound knowledge of accrual accounting principles and experience in producing accounts to trial balance. • Extensive experience using MYOB accounting software. • Payroll experience and working knowledge of entitlements and deductions. • High degree of administration and computer skills • High level of accuracy and attention to detail • Well-organized, detail-oriented and ability to multi-task • The ability to work effectively as part of a team • Highly developed written and oral communication skills <p>Desirable</p> <ul style="list-style-type: none"> • Experience in a non-profit accounting environment • Experience with arts organisations
QUALIFICATIONS AND EXPERIENCE	
Qualifications	<ul style="list-style-type: none"> • Minimum five years experience as an Accounts Payable or Receivable Officer or Book keeper • Advanced MYOB skills
SKILLS AND CAPABILITIES	
Finance	<ul style="list-style-type: none"> • Assist in the efficient management of accounts payable including processing tax invoices, preparing electronic payments and sending remittance advices • Manage all Café / Bar monetary operations including reconciliation of floats and banking • Reconciliation of bank accounts • Manage, process financial data and reconciliation of corporate credit card statements • General Ledger Reconciliations & General Journals • Reconciliation of prepaid ticket sales • Reconciliation of monthly gift voucher register • Assist with preparation of Hirers reconciliations • Processing financial data for bank deposits • Processing of other financial data as directed by the Executive

	<ul style="list-style-type: none"> • Coordinate the processing of all financial data and the management of debtors and creditors. • Monitoring of cash flow, term deposits and account balances. • Processing and balancing of all returns for taxation, superannuation and other payroll liabilities. • Reconcile all balance sheet items including maintaining asset register and depreciation schedule. • BAS calculations and submission • P&L and Balance Sheet management • Chart of accounts management • Any other reasonable duties as directed by the Executive Director
General/ Administration	<ul style="list-style-type: none"> • Filing of financial documents • General administrative duties • Work with Executive Director to develop policies and procedures across the finances • Liaising with the Executive Director to assist with budget preparation, budget monitoring and forecasting. • Assist in preparing financial reports • Assist in preparation for the yearly audit • Assist in the management of insurance policies • Preparation of monthly reports. • Lodge ACNC annual return and update ACNC/ASIC records as required. • Attend staff meetings • Processing of other financial data as directed by the Executive • Any other reasonable duties as directed by the Executive Director • Provide excellent customer service and communication skills • Liaise with the Sales, Events, Booking and Sponsorship Coordinator to raise invoices and settle events in a timely manner • Liaise with Box Office staff in order to efficiently process ticket sales data • Liaise with Café Manager in order to efficiently process bar sales data
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal and leadership skills • Highly developed written and verbal communication skills. • Ability to meet strict deadlines while maintaining accuracy. • Ability to independently set priorities, manage time and problem solve • Ability to work effectively both independently and in a team environment.
RELATIONSHIPS	
Key Internal Stakeholders	<ul style="list-style-type: none"> • Board of Management, staff, visiting artists, visiting touring staff, service contractors, suppliers
Key External Stakeholders	<ul style="list-style-type: none"> • General public, hirers, touring companies, patrons • Local, State & Commonwealth Government departments

Conditions of Employment	<ul style="list-style-type: none">• The Finance Coordinator is employed under the conditions of the Live Performance Award• The position is subject to the venue operating as a financial going concern which includes funds received through grants which may be subject to performance requirements and conditions• The ordinary hours of work for this position is 24 hours per week
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The above position description reflects the essential functions of the position at this time, however this list is not finite and duties may change as required.