

QUEENSLAND THEATRE

Position Description Finance Manager

Goals

- To provide the financial control of Queensland Theatre
- To provide high quality information and analysis for decision making

Objectives

1. To maintain the financial and budgetary control systems at Queensland Theatre
2. To develop best practice reporting framework for Queensland Theatre
3. To provide for appropriate risk management and statutory compliance
4. To contribute to strategic projects and the submission of board papers and other documentation

Duties

Objective 1

To maintain the financial and budgetary control systems at Queensland Theatre.

- Undertake financial planning to achieve Queensland Theatre priorities
- Prepare and analyse annual and project budgets
- Prepare and analyse costings for business plans
- Make recommendations for key pricing strategies to maximise box office income and other earned revenue, and evaluate as required.
- Supervise all accounting functions including inflows, accounts payable and payroll using the Microsoft Dynamics NAV (Navision) system
- Maintain cash flow control and maximise the return on investments
- Evaluation of business opportunities for Queensland Theatre
- Ensure accuracy of daily ticket sales reports and certified box office statements
- Liaise with production, creative, marketing and administration staff to ensure they have sufficient financial management support
- Report financial results to the Queensland Theatre's Board at the Finance Committee meetings (6 per year)

Objective 2

To develop best practice reporting framework for Queensland Theatre

- Provide specialised advice to the Executive Director on the implementation of systems to enhance the development and success of Queensland Theatre operations
- Develop statistical and accounting information in order to analyse Queensland Theatre's financial performance and operating results
- Provide models of operations to project future scenarios
- Ensure the provision of accurate and timely performance and financial reporting to management, the Board of Directors, state and federal funding bodies;

Objective 3

To provide for appropriate risk management and statutory compliance

- Preparation of annual accounts for audit
- Prepare financial requirements for grant applications and acquittals

- Direct accounting principles, practices, policies and procedures and cycle
- Oversee insurances and claims

Objective 4

To contribute to strategic projects and the submission of board papers and other documentation

- Provide input and financial analysis into special/extra-ordinary projects
- Develop, deliver and coordinate initiatives of strategic significance to Queensland Theatre
- Respond to the needs of the Executive Director, including preparing and collating documentation and papers for the Board

Selection Criteria

The successful applicant will be CA or CPA qualified with at least 10 years of post-graduate experience and demonstrate the following:

- Proven competency in financial management, budgeting and business planning, including controls and high-level trend analysis
- Demonstrated ability to provide strategic analysis, synthesis of information, advice and reports to senior management and the Board.
- Demonstrated ability to ensure compliance and governance responsibilities are met, including stakeholder and risk analysis
- Ability to liaise and communicate with a range of internal and external stakeholders to ensure cooperation, deadlines and targets are met, and high quality, innovative results are produced.
- Experience using the Microsoft Dynamics NAV (Navision) system desirable.
- **Reporting relationship**

The Assistant Accountant and the Finance Officer report to the Finance Manager. The Finance Manager reports to the Executive Director.

Length of appointment & probationary period

One year subject to renewal upon satisfactory performance.

Hours of work

Office hours are 9am to 5.30pm and as required. Time in lieu provisions are at the discretion of the Executive Director.

Leave provisions

Twenty working days (or pro-rata) for each year of completed service. Annual leave loading of 17.5%; ten days sick leave. In addition there is a Company Day between Christmas and New Year.

Applications

Written applications should specifically address the selection criteria and include two referees. Applications should be marked **PRIVATE AND CONFIDENTIAL**, must be received by 27 March 2017 and should be addressed to:

Sue Donnelly
Executive Director
Queensland Theatre Company
PO Box 3310
South Brisbane BC QLD 4101

or employment@queenslandtheatre.com.au