

POSITION DESCRIPTION: HEAD OF FINANCE

POSITION: Head of Finance
REPORTS TO: EXECUTIVE PRODUCER (EP) & CO-CEO
STATUS: Full-time (FTE 1.0/ 5 Days Per Week)
DIRECT REPORT: ACCOUNTANT (F-T)

OVERVIEW

The Head of Finance is responsible for financial systems, reporting and analysis of Back to Back Theatre; working closely with the Executive Producer & Co-CEO. This includes administering some of the financial requirements of funders and preparing financial reports for the Board of Management. A member of the Management Team, the Head of Finance assists all staff members in the ongoing financial recording and administration of various departments' accounts needs.

FINANCE

Manage the financial needs of the company, which include but are not limited to:

- Manage accounts payable and accounts receivable
- Manage financial data entry, including petty cash and production floats
- Reconcile all accounts, including bank accounts and credit cards
- Process end of accounting period journal entries
- Maintain financial filing system, both electronic and hard-copy
- Work with the General Manager to implement the financial reporting requirements for the National Disability Insurance Scheme
- Prepare and lodge quarterly Business Activity Statements (BAS) and monthly Individual Activity Statements (IAS)
- Prepare financial reports for funding/grant acquittals
- Responsibility for the selection and maintenance of finance software
- Manage relationship with the Back to Back's financial auditor.
- Prepare accounts for annual audit and work directly with the appointed auditors to complete the annual external audit, and biennial financial project as determined by the Board Finance Audit & Risk Committee (FARC)
- Oversee all international tax issues and payments in conjunction with the producer team (EP together with Heads of Artistic Planning and Production & Delivery)
- Manage the annual budget and interim re-forecast with the input of EP & Management
- Manage business banking relationships
- In conjunction with the EP, prepare financial reports for the Board of Management as per agreed cycles, and completion of commentary around variance to budget
- Stay abreast of financial rules and regulations that impact Back to Back's operation and ensure compliance with legislation and best practice
- Submit periodic reports to government statutory bodies including ATO, ACNC and other departments as required • Support staff with financial obligations as necessary
- Manage the fringe benefit tax return when required.

BUSINESS MANAGEMENT

- Develop, implement and enforce business processes so that all activity is compliant with policies and legal obligations covering: Proper accounts procedures, ensuring internal controls are in place; Time, expenses and income are properly accounted for; Procurement properly managed; Budget processes followed; Statutory reporting requirements are met
- Maintain corporate knowledge of company documentation, including Tax Endorsements, Articles of Association
- In conjunction with the EP and Board Treasurer / Chair of FARC, assist with the development of financial policies and procedures, keep the financial coding processes and booklet up to date
- Actively contribute to Management meetings as required, including providing commentary and analysis around the company's performance to the Management team.
- Oversee financial legislative compliance review annually with all staff

- Assist the General Manager with the insurance assessment and policy selection
- Maintain financial assets register, with support from other staff members ,most notably the General Manager and Head of Production & Delivery.

HUMAN RESOURCES

- Payroll coordination, including data entry, management approvals and details to ensure timely and accurate payment of all staff in compliance with their entitlements on a fortnightly basis.
- Process for payment contracts of permanent, casual and contract staff.
- Ensure statutory requirements are met in terms of payments and reporting (including PAYG, SGC, FBT, Salary Sacrifice, Superannuation & Workcover)
- Investigate and comply with international regulations and reporting for employees working overseas
- In conjunction with General Manager, EP and Heads of Artistic Planning and Production & Delivery, monitor, communicate and implement industrial awards and legislation changes
- Complete end of year payment summaries (per ATO directive) and lodge statutory statements.

COMMITTEE/BOARD OF MANAGEMENT

- Engage with the EP, Treasurer / Chair of FARC and members of the FARC before each Board Meeting
- Produce financial papers for the Board as requested by the Treasurer / Chair of FARC and EP.

STRATEGIC PLANNING

- Participate in planning via company and staff meetings, and strategic planning reviews.

ENSEMBLE SUPPORT

All staff of Back to Back Theatre are responsible for supporting the Ensemble, as necessary.

This responsibility can include:

- Develop the NDIS Supports in Employment framework and documentation, tracking and processing
- Facilitating the Ensemble's active participation in the full life of the company
- Promote and comply with the NDIS Quality and Safeguards Commission Standards and the NDIS Code of Conduct
- Facilitating the Ensemble's active participation in the full life of the company
- Continue to centre the Ensemble as the primary voice of the creative direction and governance of the company.

OH&S & RISK MANAGEMENT

- Manage the Workcover needs of the company including processing claims and completing annual return.
- All staff at Back to Back have a shared responsibility for contributing to a safe working environment.
This includes the following responsibilities:
 - Manage and maintain a safe working environment
 - Identify areas of risk (physical and organisational) and bring these to the attention of the Executive Producer and General Manager
 - Ensure incidents are reported and addressed in line with Back to Back policy
- Undertake and maintain training, and if required, perform task of First Aid Warden for the company in the event of an evacuation, as is reasonably practicable.

EXECUTIVE & MANAGEMENT SUPPORT

- Other duties as requested by the EP & Co-CEO.

INNOVATION

- Proactive role in developing and enhancing processes and practices to ensure Back to Back operations are continuously improved from the perspective of efficiency, timeliness, and quality

OTHER

- Other duties as directed from time to time by the EP & Co-CEO.
- A valid NDIS Worker Screening clearance is required for this role
- Any variations to ordinary hours, such as additional time worked or leave, shall be submitted by 9am on the Monday of the payroll processing week.

ABOUT THE CHANGING NATURE OF A POSITION DESCRIPTION

As B2B evolves to meet the changing needs of its highly dynamic and variable annual program and its wider operating environment, the work required of all its staff will naturally evolve. As such, staff should be aware that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement

DELEGATION OF AUTHORITY

This role would be covered, either by a back-filled position, required to fulfill all duties, or covered by a combination of the following roles:

- Accountant – Financial & HR processes
- Executive Producer – Board duties, including FARC.
- Head of Artistic Planning – Master Budget duties.