

JOB DESCRIPTION: FINANCE MANAGER

POSITION:	Finance Manager
REPORTS TO:	EXECUTIVE PRODUCER (EP) & CO-CEO
STATUS:	Permanent (FTE 0.8/ 4 Days Per Week)
DIRECT REPORT:	Finance Coordinator (P-T)

OVERVIEW

The Finance Manager is responsible for financial systems, operations, and reporting and analysis for Back to Back Theatre.

The finance Manager is a member of the Management Team and works with the Executive Producer & Co-CEO on setting strategies, and in the area of disability employment.

They also work with the General Manager to ensure compliance with government policies and regulations.

The Finance Manager assists all staff members in financial recording and administration.

FINANCE

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

- Oversee accounts payable and accounts receivable.
- Process accounts payable and accounts receivable when Finance Coordinator is on leave.
- Oversee bank accounts and credit cards reconciliations
- Process end of accounting period journal entries
- Maintain financial filing system
- Work with the General Manager on reporting for the National Disability Insurance Scheme
- Prepare and submit Business Activity Statements (BAS) and monthly Individual Activity Statements (IAS)
- Prepare financial reports for funders
- Monitor cashflow and advise on investments
- Choose and maintain finance software
- Work with the Back to Back's financial auditor
- Prepare account for annual audit
- Oversee all international tax issues and payments
- Prepare the annual budget and quarterly re-forecast with the input of EP & Management
- Manage banking relationships
- Prepare reports for the Board of Management
- Ensure Back to Back follows current legislation and best practice
- Submit reports to government bodies including ATO, ACNC, including Tax Endorsements and other government departments as required
- Support staff with financial needs as necessary
- Manage the fringe benefit tax return when required.
- Establish, monitor and manage insurance needs including insurance assessment and policy selection
- Oversee disability services payments and project management budget processes
- Plan and manage IT and communications systems
- Oversee the company's assets register

BUSINESS MANAGEMENT

- Develop and apply financial processes and procedures
- Assist with the development of financial policies
- Contribute to Management meetings as required
- Oversee financial legislative compliance review annually with all staff
- Ensure the company follows relevant corporate legislation

HUMAN RESOURCES

- Oversee fortnightly payroll details
- Oversee payment contracts of permanent, casual and contract staff in with the relevant manager.
- Ensure requirements are met in terms of payments and reporting (including PAYG, SGC, FBT, Salary Sacrifice, Superannuation & Workcover)
- Understand and follow international rules and reporting for employees working overseas
- Monitor, communicate and apply industrial awards and legislation changes
- Complete end of year payment summaries (per ATO directive) and lodge statements.
- Manager core staff leave entitlement reports

COMMITTEE/BOARD OF MANAGEMENT

- Work 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
- Helping the Ensemble's participate in the company
- Promote and comply with the NDIS Quality and Safeguards Commission Standards and the NDIS Code of Conduct

OH&S & RISK MANAGEMENT

- Contribute to a safe working environment.
- Identify and manage risks for the organization.
- Report and address incidents in line with policies.
- Participate in safety training and OHS workshops.

EXECUTIVE & MANAGEMENT SUPPORT

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

INNOVATION

- Play a role in developing and improving processes and practices at Back to Back

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.
- A valid NDIS Worker Orientation Module Certificate
- A recent Infection Control training certificate

ABOUT THE CHANGING NATURE OF A POSITION DESCRIPTION

As Back to Back changes to meet program needs and a changing environment, staff should know that this document may change. It outlines the current role, and any changes would be part talked about before being agreed.

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:

- General Manager – HR processes and disability processes
- Executive Producer – Board duties, including FARC.
- Executive Producer – Master Budget duties
- Financial Coordinator – Business reporting as required.
- Executive Producer & General Manager – Finance Coordinator reporting lines