



## JOB DESCRIPTION (PLAIN ENGLISH): FINANCE MANAGER (Operational)

<b>POSITION:</b>	<b>Finance Manager (Operational)</b>
<b>REPORTS TO:</b>	<b>EXECUTIVE PRODUCER (EP) &amp; CO-CEO</b>
<b>STATUS:</b>	<b>Permanent (FTE1.0/ 5 Days Per Week)</b>

### OVERVIEW

#### PURPOSE

Deliver accurate, compliant and timely financial operations, including payroll.

This role maintains strong financial controls, supports audit readiness, and provides clear reporting for management and the Board.

The Finance Manager (Operational) manages the **day-to-day operation of the organisation's finance function**.

#### SCOPE AND ACCOUNTABILITY

Responsible for:

- Finance operations
- Payroll processing and compliance
- Statutory reporting
- Audit preparation
- Grant and funder acquittals
- Cashflow monitoring
- Financial closing and reporting processes
- Financial administration relating to participants

#### KEY RESPONSIBILITIES

Core finance operations

- Manage accounts payable and accounts receivable.
- Complete reconciliations (bank, credit card and balance sheet accounts) according to the financial close timetable.
- Manage the month-end close process, including journals, accruals and prepayments.
- Maintain accurate financial records, coding structures and documentation.
- Monitor cashflow and prepare reporting for management.
- Maintain finance systems, including configuration, user access and process documentation.

Statutory and regulatory compliance

- Prepare and lodge BAS/IAS and other required ATO reporting.
- Manage Fringe Benefits Tax (FBT) where required.
- Ensure compliance with ACNC, ATO and other regulatory obligations.
- Maintain a finance compliance calendar for statutory deadlines, audits and funder acquittals.

Audit and acquittals

- Prepare accounts and working papers for the annual audit.
- Work with external auditors and coordinate the audit process.
- Prepare financial components of grant and funding acquittals.
- Maintain clear documentation to support continuity of finance processes.

Board and committee reporting (finance only)

- Prepare regular financial reports, including budget-to-actual variance analysis.
- Contribute finance content to Finance & Risk Committee papers with the Senior Finance Manager (Strategic).
- Provide financial reporting to support management and program decisions.

## Payroll

- Process payroll accurately and on time, including award compliance, PAYG, superannuation, leave entitlements, salary sacrifice (if applicable), Single Touch Payroll and end-of-year reporting.
- Maintain payroll controls and documentation.
- Ensure payroll changes are processed according to approved workflows and deadlines.

## **STRATEGIC PLANNING**

Participate in company planning through staff meetings and strategic planning processes.

## **ENSEMBLE SUPPORT**

All staff at Back to Back Theatre share responsibility for supporting the Ensemble when required.

This may include:

- Supporting the NDIS Supports in Employment framework, including documentation and administration.
- Supporting the Ensemble's participation in the life of the company.
- Promoting and complying with the NDIS Quality and Safeguards Commission Standards and the NDIS Code of Conduct.
- Supporting the Ensemble's involvement in company processes and activities.
- Ensuring the Ensemble remains central to the creative direction and governance of the company.

## **OH&S & RISK MANAGEMENT**

All staff share responsibility for maintaining a safe working environment.

Responsibilities include:

- Supporting a safe workplace.
- Identifying and reporting risks to the Executive Producer and General Manager.
- Reporting incidents according to Back to Back policies.

## **EXECUTIVE & MANAGEMENT SUPPORT**

- Other duties as requested by the EP & Co-CEO
- Support for GM with management of participant plans

## **INNOVATION**

- Identify opportunities to improve systems and processes to support efficient, timely and high-quality operations.

## **OTHER**

- Other duties may be required as directed by the Executive Producer & Co-CEO.
- A valid NDIS Worker Screening clearance is required for this role.
- Variations to ordinary hours must be submitted by 9am on the Monday of the payroll processing week.

## **ABOUT THE CHANGING NATURE OF A POSITION DESCRIPTION**

Back to Back Theatre operates in a dynamic environment. As the organisation evolves, the work required of staff may change. This position description outlines the role at the time of writing and is not intended to represent a complete or permanent list of responsibilities.

## **DELEGATION OF AUTHORITY**

If this role is vacant or unavailable, responsibilities may be covered by a combination of:

- Senior Finance Manager (Strategy) – Finance & Risk Committee duties
- Executive Producer – Master Budget responsibilities
- Executive Producer & General Manager – Business reporting as required
- Executive Producer & General Manager – Finance Coordinator reporting lines
- Contractor – Payroll duties