



JOB DESCRIPTION: FINANCE MANAGER (Operational)

POSITION:	Finance Manager (Operational)
REPORTS TO:	EXECUTIVE PRODUCER (EP) & CO-CEO
STATUS:	Permanent Full Time (FTE1.0/ 5 Days Per Week)

OVERVIEW

PURPOSE

The Finance Manager (Operational) delivers accurate, compliant and timely financial operations, including internal payroll, ensuring strong controls, audit readiness, and Board-ready reporting. Reporting to the Executive Producer & Co-CEO and working closely with the Senior Finance Manager (Strategic), this role is the operational execution layer of the company's finance function.

SCOPE AND ACCOUNTABILITY

Accountable for: finance operations end-to-end, payroll processing and compliance, participant financial administration, statutory reporting, audit preparation, grant/funder acquittals, cashflow monitoring, and ensuring financial results are closed and reported accurately and on time.

KEY RESPONSIBILITIES

Core finance operations

- Manage accounts payable and accounts receivable (end-to-end workflow discipline).
- Complete reconciliations (bank, credit card, balance sheet accounts) to an agreed close timetable.
- Manage month-end close, including journals, accruals, prepayments and integrity checks.
- Maintain finance filing, coding standards, and documentation controls for audit readiness.
- Monitor cashflow and produce clear, decision-grade cashflow reporting.
- Maintain finance system integrity (configuration, user access, coding discipline, procedural documentation).

Statutory and regulatory compliance

- Prepare and lodge BAS/IAS and other ATO reporting as required.
- Manage FBT processes where applicable.
- Ensure compliance with ACNC/ATO requirements and other statutory reporting obligations relevant to the organisation.
- Maintain a finance compliance calendar covering statutory deadlines, audit milestones and key funder acquittal dates.
- Support the General Manager with the financial management of Participant plans, quotes and claims within the NDIS and TAC.

Audit and acquittals

- Prepare accounts and working papers for annual financial audit; liaise with external auditors; coordinate timely completion.
- Prepare financial components of grant/funding acquittals, ensuring evidence is complete and aligns to funding conditions.
- Maintain documentation that reduces single-person dependency and supports handover resilience.

Board and committee reporting (finance only)

- Prepare finance reports to agreed cycles, including budget vs actual variance commentary.
- Support Finance and Risk Committee (FARC) packs with finance content (financial statements, commentary, key risks) in partnership with the Senior Finance Manager (Strategic) review layer.
- Provide management with timely reporting to support program decisions (without assuming governance ownership).

Payroll

- Process payroll accurately and on time, including award compliance, PAYG, SG, leave entitlements, salary sacrifice (if applicable), STP, and end-of-year reporting.
- Maintain payroll controls, documentation and audit trails.
- Ensure payroll variations are captured in the agreed workflow and cut-off schedule.

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:

- 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

- All staff at Back to Back Theatre 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 the Back to Back policy.
- Undertake and maintain training 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 Theatre's 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 and NDIS Worker Orientation Module Certificate
- 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 fulfil all duties, or covered by a combination of the following roles:

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