

Finance Manager

Position Description



Position	Finance Manager
Reporting to	General Manager / Deputy CEO
Direct Reports	None
Position type	Part-time 0.4 EFT (2 days per week) until 31 December 2023, with option to renew based on funding
Salary	\$60,000 - \$70,000 pro-rata + 10% superannuation
Other benefits include	<ul style="list-style-type: none">• Employee Assistance Program counselling service• Five weeks' annual leave• A commitment to continuous learning, including sector-leading staff training and a personalised professional development plan• Flexible work conditions• A values-driven organisational culture that celebrates difference, prioritises playfulness and brings our people together socially every day for lunch, events and good fun

ROLE SUMMARY

Melbourne Fringe is looking for a Finance Manager with a mind for financial analysis and a spectacular eye for detail. As Finance Manager, you'll will take the way Fringe does finance to a new level, turning simple numbers into detailed financial analysis that informs our programs and processes.

You will oversee the day-to-day financial operations of Melbourne Fringe, including payroll, invoicing and other transactions. This is a brand-new position, responsible for processing weekly invoices and bills, reconciling accounts, processing ticketing remittances and generally keeping the books kept. You will contribute to compliance reporting and will lead the annual financial audit process alongside the General Manager.

Working closely with the General Manager / Deputy CEO, you'll process fortnightly payroll for between 20-30 core and contract staff, rising to 70+ during the Festival period. In an ideal world, you'll be across all things employment with a good knowledge of the relevant Awards, enabling the smooth onboarding of staff and processing of timesheets.

ABOUT MELBOURNE FRINGE

Melbourne Fringe democratises the arts. Our vision is cultural democracy – empowering anyone to realise their right to creative expression. We support the development and presentation of artworks by, with and for Melbourne's people, running the annual Melbourne Fringe Festival, the year-round venue Fringe Common Rooms at Trades Hall, and a range of arts sector leadership programs. We believe that access to the arts and creative expression are fundamental rights of our citizenship and vital to a creative, healthy, cohesive society.

ORGANISATIONAL CULTURE

Melbourne Fringe is a forward-thinking, creative and inclusive organisation. Our thinking is out of the box, our work ethic is strong, and we don't let our limited resources stop us from making seemingly impossible things happen. We ensure that our workplace is characterised by big-picture thinking, optimism and playfulness. We strive for continual improvement in all aspects of our work.

We have a reputation as a caring, energetic, fast paced workplace that values our people, their mental health and what they have for lunch as key priorities.

We believe that great work is made by people who enjoy what they do.

OUR COMMITMENT TO EQUITY

We work on the lands of the Kulin Nation and we pay deep respects to the Elders of these lands. We acknowledge that there is a deep and rich history of storytelling and culture that has been occurring on these unceded lands for many thousands of years.

Melbourne Fringe has a deep commitment to cultural equity, and we strongly encourage applications from people who identify as First Nations, Deaf, disabled, people of colour, transgender and gender-diverse people, and women. We are a safe place for LGBTQIA+ peoples, and we ensure Melbourne Fringe is a place which celebrate people's differences. We work hard to embed equity throughout our organisation, and we strive to create safe and positive working environments for our team. We understand the need for flexible working opportunities, especially for people with caring responsibilities.

If this application format isn't accessible for you, please get in touch and let us know what alternative format would suit you best. Upon engagement, we can work with disabled staff to consider reasonable workplace adjustments to ensure access needs are met. If you have any questions about accessibility, please contact Carly Findlay, Access Advisor, on (03) 9660 9600 or carly@melbournefringe.com.au.

KEY RESPONSIBILITIES

Bookkeeping & Accounting

- Maintain the financial records of Melbourne Fringe, ensuring adherence to legal requirements
- Process invoices and bills and reconcile bank accounts weekly
- Prepare monthly reconciliation statements for corporate credit card holders
- Prepare weekly ticketing remittances for Fringe Common Rooms events
- In collaboration with the Business & Operations Manager, contribute to annual Festival ticketing remittance process
- Monitor internal control measures to ensure correct procedures are followed for payment authorisations
- Contribute to continual improvement of financial systems and processes
- Liaise with external BAS agent to prepare monthly PAYG and BAS payments
- Lead the annual financial audit process, including preparing appropriate documentation and acting as the primary contact for external auditors

Payroll & HR

- Process fortnightly payroll for 20-30 core and contract staff, rising to 70+ during the Festival period
- Onboard new staff into payroll system, ensuring correct information is entered and stored appropriately
- Prepare monthly superannuation payments for staff and contractors
- Review timesheets of contract and casual staff, maintaining up-to-date knowledge of relevant employment Awards
- Oversee annual payment summaries and submit relevant documentation to the ATO
- Maintain employee records including accreditation
- Contribute to financial aspects of employee inductions

Reporting & Evaluation

- Prepare monthly cash flow reports
- Contribute financial information to monthly Common Rooms reports
- In conjunction with the General Manager, prepare monthly YTD reports for the organisation
- Contribute to monthly, quarterly and annual government compliance reporting
- Contribute financial details for grant and project acquittals
- Provide financial and analytical support to the General Manager / Deputy CEO

General

- Conduct work according to Fringe's guiding principles of people first and artist focussed, human rights, self-determination and universal access, creativity and playfulness, and ambition, forward thinking and risk-taking.
- Actively contribute to a safe cultural environment for all Melbourne Fringe staff, artists, volunteers, interns, audiences and other stakeholders.
- Demonstrate a commitment to continual improvement and high levels of customer service.
- Engage fully in the Melbourne Fringe Festival, which by the nature of the Festival may mean extended hours and expanded duties during the Festival period (followed by some well-earned days off in lieu).
- Attend where required festivals, events, shows, exhibitions, industry gatherings and philanthropic activities and events throughout the year.
- Undertake a personalised professional development program devised according to the Melbourne Fringe staff development framework.
- Fulfil all legal requirements related by program activities.
- Other duties as agreed with the General Manager / Deputy CEO

CORE COMPETENCIES

To succeed in this role, candidates will need to meet these core competencies:

- Passion for the work of Melbourne Fringe and a commitment to cultural equity
- Demonstrated experience in bookkeeping or financial management, preferably for not-for-profit or arts organisations
- A systems-oriented brain (extensive knowledge of Xero essential!) with impeccable attention to detail
- Up to date knowledge and understanding of payroll legislation, superannuation, GST, accounting, and statutory compliance requirements
- Resilience and ability to work effectively under pressure
- A sense of humour

THE FINE PRINT

About Role Statements

We will continue to evolve to meet the changing needs of the arts environment, and so this document is not intended to represent the role performed in perpetuity, but rather is intended to provide an overall view of the role.

Inherent Physical Requirements

The physical requirements of this position are consistent with those of an administration or management role in a major arts organisation. You agree to advise us of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position, or any other access needs that you might have.

COVID-19

At the time of publication it is a legal requirement for Melbourne Fringe workers to be fully vaccinated before attending the office or in-person events.

Working with Children Check

The successful applicant will be required to undergo a Working with Children Check as a condition of employment with Melbourne Fringe. We will cover the cost of this check.

Workplace

We currently work remotely two days per week, with three days conducted in-person at our offices at Trades Hall. On remote working days, staff may choose to work from the office or another location, but all meetings will take place online. A stable internet connection with speeds suitable for video calls is essential if working from home.

Professional Development

We are deeply committed to the ongoing professional and personal development of our staff. We create a tailored professional development program for each staff member, using our [11C's of Professional Development framework](#) which includes options for coaching, mentoring, networking, skills development and training. Staff will also have the opportunity to participate in organisation-wide training and development sessions throughout the year.

APPLICATION PROCESS

Head to <https://melbournefringe.com.au/about/jobs-and-volunteers/> for more information and links to apply, or contact the Melbourne Fringe office on (03) 9660 9600. If you have any access requirements please let us know – we're happy to help.