

## **JOB AND PERSON SPECIFICATION**

<b>POSITION:</b>	Finance Manager or Officer – Maternity Leave Cover
<b>REPORTS TO:</b>	Executive Producer
<b>CONTRACT TERM:</b>	12 month contract
<b>SALARY RANGE:</b>	\$60,000 – \$75,000 + superannuation

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### **WINDMILL THEATRE CO**

Windmill Theatre Co creates unique and contemporary theatrical works for children, teens and families. Windmill presents its repertoire in Adelaide and tours regionally, nationally and internationally.

Empowered by a dynamic culture and fuelled by shared ownership of its vision, the company is run by an Artistic Director, Executive Producer and team of dedicated staff and artistic collaborators.

### **WINDMILL PICTURES PTY LTD**

In 2017, after the success of its first feature film *Girl Asleep*, Windmill Theatre Co established a new subsidiary company, 'Windmill Pictures Pty Ltd', wholly dedicated to developing screen projects from Windmill's live theatre repertoire.

### **Summary**

We are seeking a one-year maternity replacement in our finance department at either a Manager or Officer level.

In the Business Manager's absence, the Finance Manager or Officer is responsible for the business administration and financial management of Windmill Theatre Co and Windmill Pictures Pty Ltd, including transaction processing (payroll, accounts payable and receivable), preparation and maintenance of the annual budget, and ensuring compliance with statutory and regulatory requirements.

### **Key Relationships**

The Finance Manager or Officer works closely with the Executive Producer but is required to build strong working relationships with the entire Windmill team.

### **Responsibilities include, but are not limited to:**

#### **Finance duties:**

- Payroll, accounts payable and accounts receivable processing
- Preparation of monthly balance sheet reconciliations for review by the Executive Producer
- Box office settlements and royalty payments

- Preparation of the annual budget (in consultation with the Executive Producer, Marketing & Communications Manager and Production Manager)
- Preparation of monthly finance reports and revised forecasts for the general operations budget and program budgets in consultation with the Executive Producer, Marketing & Communications Manager and Production Manager
- Management of company cashflow – including preparation of cashflow forecasts as required
- Preparation of finance committee and board finance papers (financial reports, analysis and commentary), and attendance at finance committee meetings
- Preparation of the annual financial statements in accordance with the Department of Treasury and Finance's guidelines, and managing the audit by the Auditor General

### **Compliance duties**

- Keeping up to date with statutory and regulatory requirements – including employment laws, ROCO (Register of Cultural Organisations), GST, Fringe Benefits Tax and other tax rulings, ASIC requirements, Treasurer's Instructions, State Procurement Board and other government directives
- Preparation and lodgement of income tax returns (where required), FBT returns, and BAS and IAS statements
- Maintenance of the operations manual and policies schedule and coordinating the regular review and update of these documents as required
- Maintenance of the contracts register and ensuring that suppliers fulfil the terms as agreed.

### **Organisational Contribution/Safety Awareness**

- Ensure effective personnel management by managing diversity, staff or volunteer training and development and Work Health and Safety issues
- Adhere to Windmill's policy and procedures on all matters relating to Work Health and Safety

### **Other Duties**

- Management of insurance and banking requirements
- Arranging foreign exchange hedges with the SA Government Financing Authority as required
- Managing the external IT support contract and assistance in the management of IT systems
- Assisting with company projects and acquittals as required – annual report, business plans etc
- Other duties as directed by the Executive Producer

### **Selection criteria**

- Tertiary accounting education or extensive accounting experience required
- Membership of professional accounting body (Institute of Chartered Accountants or CPA Australia) preferred
- High level of accounting experience including accounting transaction entry (MYOB preferable), payroll, cashflow, preparation of statutory accounts in accordance with accounting standards, financial reporting and analysis to Board level and grant acquittals for State and Federal funding bodies

- Experience managing an annual external audit preferred
- Understanding of ATO requirements (GST, FBT, annual income tax returns), and experience navigating and complying with wider government statutory and regulatory requirements
- Experience in Australia's performing arts industry and a genuine interest in the arts and theatre preferable
- Strong planning, organisational and administrative skills, including the development, implementation and maintenance of processes and procedures
- IT literacy – strong Excel skills, and experience implementing and maintaining account systems, and overseeing the wider IT system

### **Key Competencies**

- **Communication** – ability to communicate well with a variety of stakeholders, including Board, management, auditors, venues, partners, staff, artists and a variety of creative personnel
- **Team work** - demonstrated ability to collaborate with and respect other team members and their contributions
- **Problem Solving and Creativity** – ability to think laterally, solve problems and devise creative and logical solutions
- **Work Health and Safety** - Knowledge, commitment and appropriate application of Work Health and Safety training, policy and procedures