

## **JOB AND PERSON SPECIFICATION**

<b>POSITION:</b>	Business Manager (job-share)
<b>REPORTS TO:</b>	Executive Producer
<b>CONTRACT TERM:</b>	Three years, part-time (0.6FTE)
<b>SALARY RANGE:</b>	\$75,000 – \$85,000 pro rata + superannuation

---

### **WINDMILL THEATRE CO**

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

Empowered by a dynamic culture and fuelled by shared ownership of its vision, Windmill 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**

This is a newly created role for a qualified accountant to job-share the Business Manager role with our current Business Manager.

The Business Managers are responsible for the business administration and financial management of Windmill Theatre Co and Windmill Pictures Pty Ltd, including the preparation and maintenance of annual budgets, cash flow forecasting, assisting with compiling business and strategic plans and ensuring compliance with statutory and regulatory requirements.

#### **Working Relationships**

The Business Managers work most closely with the Executive Producer, but are required to build strong working relationships with the entire Windmill team.

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

##### **Finance duties:**

- Accounts Payable, Accounts Receivable and Payroll processing
- Preparation of monthly balance sheet reconciliations for review by the Executive Producer
- Box office settlements and royalty payments
- Preparation (in consultation with the Executive Producer, Marketing & Partnerships Manager and Production Manager) of the annual budget
- Preparation of monthly finance reports and revised forecasts for the General Operations budget and Program budgets (in consultation with the Executive Producer, Marketing & Partnerships Manager and Production Manager)

- Management of Windmill cashflow – including preparation of cashflow forecasts
- Preparation of Finance Committee and Board Finance Papers (financial reports, analysis and commentary), and attendance at Finance Committee and Board meetings
- Preparation of the Annual Financial Statements (full statements with notes) 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, Register of Cultural Organisations, GST, Fringe Benefits Tax (FBT) and other tax rulings, ASIC requirements, Treasurers Instructions, State Procurement Board and other Government directives
- Ensuring compliance with Australian and International Tax requirements:
  - Preparation and lodgement of income tax returns (where required), FBT Returns, and BAS and IAS Statements
  - Preparation and lodgement of overseas tax returns including for Canada and the US, requests for withholding waivers etc
- 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 requirement
- Arranging foreign exchange hedges with the SA Government Financing Authority
- Managing the external IT support contract, and assistance in the management of IT systems
- Assisting with Windmill projects and acquittals as required – Annual Report, Business Plans etc

### **Selection criteria**

- Minimum 5 years' experience in an accounting role
- Membership of a professional accounting body (Institute of Chartered Accountants or CPA Australia)
- 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 the annual external audit process
- Understanding of ATO requirements (GST, FBT, annual income tax returns), and experience navigating and complying with wider Government statutory and regulatory requirements

- Experience working in, or knowledge of the Australia's performing arts industry and a genuine interest in the arts is advantageous
- 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 management of IT infrastructure

### **Key Competencies**

- **Communication** – ability to communicate effectively with a variety of stakeholders, including Board, management, auditors, venues, partners, staff, artists and a variety of creative personnel
- **Teamwork** - 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