

## JOB AND PERSON SPECIFICATION

<b>POSITION:</b>	Business Manager
<b>REPORTS TO:</b>	Executive Directors
<b>CONTRACT TERM:</b>	<b>Full-time</b> , Ongoing (a possibility of 0.8FTE for a suitable candidate and and flexible arrangements by negotiation)
<b>SALARY RANGE:</b>	\$90,000 – 100,000 + superannuation

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### WINDMILL PRODUCTION COMPANY

Based in Adelaide, South Australia, Windmill Production Company creates live theatre, film and television for children, teens and families.

Windmill Production Company operates as two separate entities, Windmill Theatre Co and Windmill Pictures, each led by Artistic and Executive Directorship duos alongside a dedicated staff and team of artistic collaborators.

### WINDMILL THEATRE CO

Windmill Theatre Co creates unique and contemporary live theatre. The company presents its repertoire in Adelaide and tours regionally, nationally and internationally.

### WINDMILL PICTURES PTY LTD

Windmill Pictures develops and produces film, television and other screen projects including adaptations from Windmill's live theatre repertoire.

## JOB SPECIFICATION

### SUMMARY

The Business Manager is responsible for the business administration and financial management of Windmill Production Company incorporating both Windmill Theatre Co and Windmill Pictures Pty Ltd. The Business Manager, with assistance from the Admin and Finance Officer, is responsible for the preparation and maintenance of annual budgets, cash flow forecasting, payroll, accounts payable and accounts receivable, assisting with compiling business and strategic plans and ensuring compliance with statutory and regulatory requirements.

### WORKING RELATIONSHIPS

The Business Manager works most closely with the Executive Directors and the Admin and Finance Officer but is required to build strong working relationships with the entire Windmill team.

### RESPONSIBILITIES

#### Finance duties:

- Oversee and assist with the Accounts Payable, Accounts Receivable and Payroll processing
- Preparation of monthly balance sheet reconciliations for review by the Executive Directors
- Oversee box office settlements and royalty payments
- Preparation of the annual budget (in collaboration with the Executive Directors, Marketing and Communications Manager, Production Manager and Producer)
- Preparation of monthly finance reports and revised forecasts for the General Operations budget, Program budgets and Windmill Pictures budgets (in consultation with the Executive Directors, Marketing and Communications Manager, Production Manager and Producer)
- Management of Windmill cash flows – including preparation of cash flow forecasts
- Preparation of Finance Committee and Board Finance Papers (financial reports, analysis and commentary), and attendance at Finance Committee and Board meetings
- Preparation and lodgement of external funding body financial and statistical reporting requirements
- Preparation of the Annual Financial Statements in accordance with the relevant statutory and regulatory requirements and managing the external audit process
- Oversight of intercompany transactions between Windmill Theatre and Windmill Pictures entities

### **Compliance duties**

- Keeping up to date with statutory and regulatory requirements – including employment laws, Australian Charities and Not-for-profits Commission, GST, Fringe Benefits Tax (FBT) and other tax rulings, ASIC requirements, Australian Accounting Standards
- Ensuring compliance with Australian and International Tax requirements:
- Preparation and lodgment of income tax returns (where required), FBT Returns (where required), and BAS and IAS Statements
- Preparation and lodgment 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

### **Safety Awareness**

- Lead the development and implementation of Windmill's Work Health and Safety Management System
- Adhere to Windmill's policy and procedures on all matters relating to Work Health and Safety

### **Other Duties**

- Managing insurance and banking requirements
- Managing foreign exchange exposure
- 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
- Assist with Human Resources management including preparation of employment contracts and participation in staff performance reviews and other duties as required

## **PERSON SPECIFICATION**

### **Qualifications / Experience**

- 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, cash flow, 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 statutory and regulatory requirements
- 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
- Experience working in, or knowledge of the Australia's performing arts and or screen industry and a genuine interest in the performing and or screen arts is advantageous

### **Key Competencies**

- Ability to communicate effectively with a variety of stakeholders, including Board, management, auditors, venues, partners, staff, artists and a variety of creative personnel
- Demonstrated ability to collaborate with and respect other team members and their contributions
- Ability to manage complex tasks, challenging projects and competing deadlines concurrently with strong attention to detail
- Ability to think laterally, solve problems and devise creative and logical solutions
- Knowledge, commitment and appropriate application of Work Health and Safety training, policy and procedures