

**REPORTS TO:** Director of Finance

**DIRECT REPORTS:** Accounts Coordinator

### ROLE OVERVIEW

The Finance Manager role encompasses business partnering and financial reporting. You will be a key contact in the business to provide financial information and insights needed to make business decisions.

The Finance Manager is responsible for the preparation of internal financial reports to the Board and Finance, Audit and Risk Committee and the preparation and lodgement of all legislative and external reporting requirements of ASO. The Finance Manager will work closely with the Director of Finance to ensure that internal and external reporting obligations are met, and that the financial reports are accurate and compliant with relevant regulations.

### KEY RELATIONSHIPS

We are a small finance team where you will report to and work closely with the Director of Finance. You will be responsible for managing the Accounts Coordinator and assisting the Payroll and People Coordinator with any day-to-day queries on transactional records. You will build relationships across the organisation to provide financial information and guidance to enable departments to operate within budget constraints and make decisions based on timely and accurate financial information. You will also be involved in managing external relationships with Financial Institutions, Auditors, and Insurers.

### KEY ACCOUNTABILITIES

1. Partnering with the teams across the ASO to understand our operations and provide relevant and timely financial reporting and insights to the teams, including: monthly updates, quarterly forecasts, annual budgets and project accounting (forecasting and review).
2. Responsible for the timely completion of month end procedures, including processing of journals, balance sheet account reconciliations and management reporting.
3. Ensure all lodgement deadlines are met including:
  - Australia Council
  - ACNC reporting
  - Funding/Grant Acquittals
  - BAS
  - Superannuation
  - Australian Bureau of Statistics
  - FBT
  - APRA reporting / One Music Australia.



4. Maintenance of Financial Reporting systems and software. You will be the administrator of the accounts, managing set up and integrations between systems.
5. Special projects as required, including review and possible integration of new software platforms and reporting systems.
6. Assist with managing cash and administration of the banking platforms.
7. Assist the Director of Finance and Executive Management with the management of the annual budgeting and quarterly forecasting processes.
8. Assist with preparation of compliance records and filings related to Not For Profit status and grant funding.
9. Assist with the preparation of the annual statutory accounts and managing the external audit process and information requests.
10. Manage the ASO's insurance program and renewal process.
11. Maintenance of the fixed asset register and CAPEX process.
12. Assist Director of Finance to review and test internal controls on an ongoing basis.
13. Any other duties, commensurate to the role that may be required from time to time at the direction of the Director of Finance or Chief Executive Officer.

### **SPECIAL REQUIREMENTS**

- Prior to commencing employment, the preferred candidate is required to have satisfactorily met the requirements of a Working with Children Screening

### **PERSON SPECIFICATION**

Detailed below are the qualifications, experience, knowledge, skills and abilities identified for the position.

The essential criteria show the minimum essential requirements of the position. The desirable criteria outline additional attributes which would enable the successful candidate to perform the role more effectively; they are not essential but may be used to distinguish between applicants during the shortlisting process.

#### **Essential Criteria**

- Demonstrable experience in a similar finance role, including budgeting, forecasting, and statutory financial reporting.
- Excellent interpersonal and communication skills, including the ability to liaise with a wide variety of stakeholders.
- Confident user of accounting software packages
- Experienced Excel user.

#### **Desirable**

- Qualified Accountant (CA or CPA membership) highly desirable, or tertiary qualification in Accounting or Business.
- Experience working in an Arts or Not-For-Profit environment is desirable



- Sound understanding of project management principles and experience successfully delivering projects within identified parameters
- Superior administrative skills, with a high level of attention to detail.
- Demonstrated ability to work under pressure, managing time to consistently meet deadlines.
- High degree of drive, forward planning, initiative and the capacity to deal with multiple and often conflicting priorities.
- Ability to work proactively and independently.

#### **POSITION INFORMATION:**

\*This position is being offered on a 0.8-1FTE Negotiable basis. The preferred commencement date for this position is January.

Copies of the Position Description are available on request via [employment@aso.com.au](mailto:employment@aso.com.au).

#### **HOW TO APPLY:**

Qualified candidates are encouraged to submit a current Cover Letter and CV in one document, outlining your suitability to the attention of Rachel Grant, Human Resources Coordinator. Please note that applications submitted without a Cover Letter will not be considered. Applications or queries can be submitted via email to Rachel at [employment@aso.com.au](mailto:employment@aso.com.au).

**Interviews will commence as applications are received.**

***The ASO invites applications from all qualified candidates with current working rights in Australia.***