

JOB AND PERSON SPECIFICATION

Title of Position:	Manager, Finance & Operations
Remuneration:	ASO 5
Type of Appointment:	Part Time Contract 0.6 FTE
Term of contract:	Fixed Term 24 months
Line Management:	Senior Manager, Finance & Operations

Job and Person Specification Approval



...26/09/18

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Chief Executive
Carclew Inc.

ORGANISATION SUMMARY:

Carclew is South Australia's only multi-art form and cultural organisation dedicated to artistic outcomes by and for people aged 26 and under. It provides young people with opportunities to try different art forms, supports emerging artists to develop their craft and advocates for youth arts practice.

Vision:

All children and young people have cultural and creative confidence to positively navigate the changing world

Mission:

Embed creativity in communities, schools and careers

Goals:

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| Goal #1 | Anticipate and create the future as a leader in youth arts |
| Goal #2 | Create ambitious and transformative arts programs |
| Goal #3 | Extend access, inclusion and diverse representation all that we do |
| Goal #4 | Establish creative participation as vital to wellbeing |
| Goal #5 | Have strong governance, sound finances and great people |

All Carclew staff are subject to the Carclew Employment Clearance for Working with Children Policy as a condition of employment. All Carclew staff must comply with organisational policies and procedures.



POSTION SPECIFICATION

1. Summary of the position

The Manager, Finance & Operations assists with the development, implementation and ongoing maintenance of appropriate financial and system controls, budgeting, management information and performance reporting systems. The Manager, Finance & Operations is responsible for managing the effective and efficient operation of general administrative functions.

All Carclew staff undertake internal and external mentoring.

2. Work Level Definition

WORK LEVEL 5 (ASO5)

Work Level Definitions Duties at the fifth level demand demonstrated experience and competence in the appropriate discipline(s). Important features will include the level of responsibility for decision-making; the exercise of judgement and delegated authority; the provision of expert advice, consultation and assistance relevant to the discipline(s) involved.

Duties will work under limited direction and be identified by the impact on the activities undertaken. This may include outcomes achieved by the agency, or the functions and/or activities undertaken by other agencies and/or the impact on sections of the community served by the agency.

3. Reporting/Working Relationships

The Manager, Finance & Operations reports to the Senior Manager, Finance & Operations and attends the Finance Sub-committee of the Board, and provides assistance to the Arts Program Team when required.

The Manager, Finance & Operations chairs the WHS Committee.

4. Key accountability and functions

4.1 Contribute to the effective and efficient operation of Carclew (particularly financial management) including:

- Supervise Administration and Front of House
- Oversee accounts payable, accounts receivable and credit control.
- Fortnightly payroll operations, including statutory responsibilities for Superannuation, Return to Work and Payroll Tax.
- Preparation of Business Activity Statements
- Monitor the organisation's budget and cash flow
- Analysis of current systems and internal controls, in consultation with the Senior Manager, Finance & Operations
- Assist with the preparation of journals and reconciliation of general ledger accounts.
- Assist with the preparation of external financial reporting, including reports to state and federal funding bodies.

- Oversee the coordination of building maintenance.
- Maintain security systems.
- Oversee the maintenance of archives and office data files.
- Other duties as required.

4.2 Assist with financial management systems, processes and their maintenance, including:

- Accounting systems.
- Financial management processes including payroll and leave liabilities.
- IT systems.
- Asset management systems.

4.3 Assist with the smooth operation of human resources administrative functions, including:

- Support the Senior Manager, Finance & Operations in the implementation and evaluation of operations and policies in accordance with government policy requirements and other legislative requirements.
- Human resources records management.
- Overseeing review and development of workplace policies and procedures.

4.4 Ensure effective WHS practices, including:

- Chair the WHS Committee and oversee risk assessment and WHS compliance in arts program delivery.
- Identify and report all health and safety risks, accidents, incidents, injuries, property damage and near misses in the workplace.

PERSON SPECIFICATION

ESSENTIAL

- Tertiary qualifications in accounting.
- Minimum three years' experience in financial administration, including substantial experience in the use of Reckon or a similar accounting package.
- Experience in payroll and related processes.
- Experience in employment contract development and management.
- Experience in supervising staff.
- Experience in Not for Profit sector and charitable organisations
- Ability to communicate effectively, verbally and in writing.
- Excellent strategic planning, research, analysis and reporting skills.
- An understanding of Work Health & Safety legislation.

DESIRABLE

- Knowledge of the arts industry, specifically youth arts.
- Experience in evaluating systems and implementing change for continuous improvement.
- Current first aid certificate.

SPECIAL CONDITIONS

- The appointee will be required to complete a pre-employment declaration form prior to commencement.
- The appointee will be required provide a relevant screening certificate for working with children.
- Some out of hours work is required.
- Overtime is not applicable however time off in lieu can be accrued (up to 10 hours) over a four-week period and must be taken within the next four-week period.
- Driver's Licence essential.

Acknowledged by Incumbent _____
