

JOB AND PERSON SPECIFICATION

Title of Position:	Senior Manager, Finance & Operations
Remuneration:	ASO 6
Type of Appointment:	Full Time Contract
Term of contract:	Fixed Term 24 months
Line Management:	Chief Executive

Job and Person Specification Approval



18/11/2021

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Chief Executive
Carclew Inc.

CARCLEW DIRECTIONS 2021-24

Vision

A curious, connected, creative world.

Mission

Transform young lives through creativity.

Objectives

1. We design and deliver arts programs that make a difference.
2. We make access, equity and inclusion central to all we do.
3. We demonstrate and champion the importance of creative participation.
4. We have strong governance, sound finances, great people.

Five Guiding Principles

1. Cultural expression is a human right.
2. Creative participation is essential to growth and development.
3. Creativity is vital to learning in schools and communities.
4. Investment in creativity benefits industries and careers.
5. Vibrant cultural diversity underpins a healthy inclusive society.

POSTION SPECIFICATION

1. Summary of the position

The Senior Manager, Finance & Operations is a member of the Leadership Team, which leads development and implementation of whole-of-organisation strategic planning and delivery. This role is responsible for the development, implementation and ongoing maintenance of appropriate financial and system controls, budgeting, management information and performance reporting systems for the effective and efficient operation of general administrative functions.

The Senior Manager, Finance & Operations may be required to act for the Chief Executive in his/her absence.

All Carclew staff undertake internal and external mentoring.

2. Work Level Definition

WORK LEVEL 6 (ASO6)

Duties at this level control and/or co-ordinate projects or programs within an agency in accordance with corporate goals, and require the development, implementation and evaluation of agency activities. Duties require significant levels of discipline knowledge and competence and the work is an extension of the previous level.

The scope of the duties may influence state, regional or local office operations, and require a significant level of responsibility and decision-making; the exercise of judgement and delegated authority; the provision of expert advice, consultation and assistance; and policy advice relevant to the discipline involved under broad direction.

3. Reporting/Working Relationships

The Senior Manager, Finance & Operations reports to the Chief Executive, works closely with the Finance Sub-committee of the Board.

The Senior Manager, Finance & Operations supervises administration systems and processes to assist the Arts Program Team.

The Senior Manager, Finance & Operations is responsible for:

- Preparation of financial documentation and reports for the Chief Executive and Carclew Board.
- In consultation with the Chief Executive and Leadership Team, preparation of the annual Carclew budget.
- Day-to-day administration of the company, particularly finance and office management.
- In consultation with the Chief Executive and Leadership Team, development of systems and procedures to advance the financial and creative position of Carclew.
- Supervision and management of Administration staff.
- Coordinating building maintenance and security.
- Implementation and evaluation of operations and policies in accordance with government policy requirements.

4. Key accountability and functions

4.1 Contribute to the effective and efficient operation of Carclew through:

- Overseeing organisation's budget and cash flow.
- Management of the in house accounting system.
- Overseeing analysis and improvement of current systems and internal controls.
- Overseeing accounts receivable, accounts payable and credit control.
- Overseeing payroll operations, including statutory responsibilities for superannuation, WorkCover and Payroll Tax.
- Managing preparation of Business Activity Statements.
- Ensuring all journals and reconciliation of all general ledger accounts are completed.
- Preparation of monthly and annual financial reports for the Board, in conjunction with the Finance Sub-committee and the Chief Executive. This includes preparation of variance reports on annual program and project budgets.
- Preparation of external financial reporting, including reports to state and federal funding bodies.
- Meeting legal and compliance obligations of the organisation.
- Meeting the requirements of the organisation's reporting obligations as an agency of the public sector.
- Overseeing coordination of building maintenance.
- Overseeing maintenance of security systems.
- Supervision of Administration staff and administration service providers.
- Overseeing maintenance of archives and office data files.
- Other duties as required.

4.2 Ensure financial management systems and processes are appropriately maintained, including:

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

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

- Provide expert advice and contribute to development of workplace policy and implementation of government policy and other legislative requirements.
- Human resources records management.
- Overseeing review and development of workplace policy and procedures.

4.4 Overseeing effective WHS practices, including:

- WHS Committee and 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 for WorkCover and other insurances.

PERSON SPECIFICATION

ESSENTIAL

- Minimum four years' experience in arts organisation management, including substantial experience in the use of Reckon or a similar accounting package.
- Experience in preparation of accounts for annual external audit.
- Experience in contract development and management.
- Experience in supervising staff.
- Ability to communicate effectively, verbally and in writing.
- Ability to liaise and negotiate with a range of internal and external stakeholders.
- Excellent strategic planning, research, analysis and reporting skills.
- Experience in evaluation and review of operations and procedures.
- An understanding of Work Health & Safety legislation.
- Experience in evaluating systems and implementing change for improvement.

DESIRABLE

- Tertiary qualifications in accounting or business.
- Experience in the arts industry, specifically youth arts.
- Experience in property management.
- Current first aid certificate.

SPECIAL CONDITIONS

- 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.