

FINANCE & BUSINESS MANAGER

PURPOSE OF POSITION

The Finance and Business Manager will work closely with the Director to manage the day-to-day business and financial operations of the Pavilion, optimising its financial performance in accord with its artistic and business priorities. The role will be responsible for financial planning and reporting and oversee payroll functions, human resource obligations, and financial processes.

KEY RESPONSIBILITIES

FINANCIAL MANAGEMENT

- Manage financial performance, including budgeting, monitoring and forecasting;
- Supervise all accounting functions such as revenue, accounts payable, payroll, asset register, cash management;
- Prepare timely financial reports including Board reports, Finance, Audit & Risk Management Committee reports, grant acquittals, project reconciliations, preparation of accounts for annual audit, cash flow monitoring;
- Support department heads in departmental budgeting and sensitivity analyses, ensuring operating expenditure is within approved delegations;
- Provide advice to the Director to facilitate effective financial and strategic planning.
- Undertake the day-to-day operational tasks for Corporate Services and ensure operating expenditure is within approved delegations.
- Ensure all financial compliance and statutory obligations are being met, such as but not limited to ATO, ACNC, ABS.
- Ensure all funding and grant obligations such as milestone reporting, are met.

GOVERNANCE, AUDIT, RISK, IMPROVEMENT & PROCUREMENT

- Initiate business opportunities including new processes, income sources, expenditure savings;
- Maintain the Pavilion's policy & procedure register, ensure review schedule to the Board is met, and recommend amendments as required;

- Undertake risk-assessed audits of business operations
- Prepare requests for quotation and tenders, in keeping with sound governance standards and to ensure best overall value is achieved

HUMAN RESOURCES

- Work with department heads to ensure compliance with industrial awards and payroll policies e.g. TOIL and leave policies
- Support department heads in managing all human resource functions and policies including recruitment processes
- Manage and ensure optimal usage of The Pavilion's HR platform.
- Administer employment contracts and job descriptions and ensure all aspects of human resources and industrial relations functions are compliant with the Local Government (State) Award 2023, Fair Work Act and other applicable legislation.
- Manage workers compensation claims as required

KEY INTERNAL RELATIONSHIPS

- Director
- Finance, Audit & Risk Management Committee (Board sub-committee)
- Department Heads (Leadership Team)
- Finance and Administrative Assistant
- Pavilion Staff

REQUIRED SKILLS AND ATTRIBUTES

ESSENTIAL CRITERIA

Qualification and Experience

- Tertiary qualifications and/or extensive job-related experience with a not-for-profit organisation.
- Extensive knowledge and understanding of financial management in the not-for-profit sector, including grants management and regulatory requirements.
- Demonstrated experience in managing a computer-based accounting and HR systems (preferably Xero) & knowledge and experience in database, spreadsheet, and word

processing computer applications.

- Demonstrated experience in the administration of payroll and an ability to interpret and apply Industrial Awards and Agreements.
- Demonstrated experience in Human Resource functions and processes.

Knowledge and Skills

- Highly developed organisational and administrative skills, ability to meet deadlines and work autonomously.
- Knowledge and understanding of Human Resource processes including equal employment opportunity (EEO), ethical practice, and a working knowledge of workplace health and safety (WH&S).
- Excellent interpersonal and communication skills including influencing, advocacy, negotiation, and conflict resolution.
- Excellent communication skills, including written skills for the preparation and review of documents, submissions, reports, policies, and procedures.
- Aptitude for fostering a culture of continuous improvement and developing appropriate solutions/improvements.
- Outstanding attention to detail.
- Hands-on manager, proactive in nature with maturity, warmth and openness as key personal traits;
- Effective management of stakeholder relationships including capacity to build relationships with a wide range of people;
- Demonstrated capacity to work in a team to deliver timely outcomes;

DESIRABLE CRITERIA

- Demonstrated experience in preparing and assessing quotations and tenders meeting governance standards
- Knowledge, understanding and/or interest in the performing arts;