



Finance Manager (0.6FTE)

Performing Lines is at exciting cross-roads in the growth of its activity and support for independent artists across Australia. To support this, it is seeking a Finance Manager who will work closely with the General Manager and national Performing Lines team to oversee the day-to-day running of the Finance function of the Company and implementing the finance strategy and direction.

The successful applicant will have strong knowledge of accounting software and systems, the ability to work with limited supervision, strong interpersonal skills and an ability to think strategically and imaginatively. Experience in the arts and/or not-for-profit sectors is desirable. The role is ideally based in New South Wales, however we are open to applicants from across Australia and can support remote and flexible working.

Applicants from a First Nations or Culturally and Linguistically Diverse (CALD) background are strongly encouraged to apply for this position and will be prioritised in the short-listing process.

Company Overview

Performing Lines produces provocative contemporary performance by Australia's most audacious independent artists. Our purpose is to champion risk and to ensure that the breadth and plurality of Australia's creative potential is represented, celebrated and enjoyed.

We curate a portfolio of work that is propelled by pressing questions and new ways of seeing the world. We champion the unconventional, the marginal, the rebellious and the new.

Performing Lines is a national network of industry professionals with teams in New South Wales, Tasmania, Victoria and Western Australia, and working national and internationally.

We believe in:

- freedom of expression and independence of thought
- inclusivity and the value of diverse experience, perspectives and practice
- robust provocation and the questioning of assumptions
- exploration, discovery and the importance of reaching beyond our grasp
- flexible creative options that allow artists to realise their ambitions
- respectful and ethical collaboration with all partners

In everything we do, we acknowledge that we live on Aboriginal land and constantly learn from the wisdom of First Peoples. Where we are and the history that precedes us informs how we work and how we move forward.

For further information, please visit our website www.performinglines.org.au

How to apply

If you believe you're the right fit for the role, please send your application by email to administration@performinglines.org.au by midnight, **Sunday 9 January 2022**. Applications should include:

- a short covering letter addressing the skills and responsibilities required for this role and
- a 1 – 2-page summary resume including referees

For more information or to discuss please contact Megan Roberts, General Manager at megan@performinglines.org.au or 0403 990 486.

The ideal start date for the successful candidate is **Monday 14 February 2022**.

Performing Lines | Finance Manager

Job Title:	Finance Manager	Job Type:	0.6 FTE
Reports to (Position):	General Manager	Position is Shared:	No
Number of Direct Reports:	1	Date Created or Revised:	October 2021

POSITION SUMMARY:

Reporting to the General Manager the Finance Manager is responsible for the day-to-day running of the Finance function of the Company and implementing the strategy and direction for the function, as provided by the General Manager and Finance Committee.

KEY RESPONSIBILITIES:

- Preparation of monthly/quarterly financial and management reporting including but not limited to board reporting
- Preparation of annual accounts for audit and annual statutory reporting
- Oversee the annual audit in collaboration with the Company's auditors
- Management and responsibility for financial planning, systems and processes
- Supervision and performance management of the Bookkeeper, including reviewing payroll and payments
- Monitor the day-to-day financial operations such as payroll, invoicing, and balance sheet management
- Review and finalise month end close as prepared by Bookkeeper
- Oversee completion of Business Activity Statements
- Oversee other statutory compliance requirements, including reporting to key funding bodies
- Provide financial and analytical support to the General Manager, including budget modelling and multi-year forecasting and cashflow
- Guide and coach Senior Producers and other team members to enhance financial literacy, including guidance with compiling annual budgets and forecasting
- Develop, implement and monitor appropriate financial systems, procedures and internal controls to support the efficient and effective operation of the Finance function
- Support the General Manager in working with the Executive Producer and Senior Producers around budgets, spending, reporting and financial accountability
- Support on international activity planning including, but not limited to, planning for international tax arrangements for individuals and the Company
- Performing adhoc analysis pro-actively or as directed, to provide performance insights that support the achievement of the Company strategy and focus appropriate resource allocation
- Supported by the General Manager, and as time permits, develop strong and collaborative relationships with key stakeholders to ensure effectiveness of communications and resolution of issues, including within the performing arts sector nationally to keep abreast of industry trends and opportunities

SKILLS REQUIRED:

- Experience managing annual audits and financial statements

- Strong knowledge of accounting software and Excel
- Ability to work with limited supervision
- Ability to think strategically and imaginatively
- Strong interpersonal skills and ability to work as part of a small team
- Computer efficiency –MS Office, Excel, Word, PowerPoint, and Outlook

EDUCATION & PRIOR WORK EXPERIENCE:

Essential

- Degree in commerce, business or accounting
- Experience managing a small-to-medium organisation's accounting, tax and other statutory compliance requirements, including managing finance team members

Desirable

- Experience in the arts and/or not-for-profit sector

DIRECT REPORTS:

- Bookkeeper

KEY RELATIONSHIPS:

Internal:

- Executive Producer
- General Manager
- Senior Producers (NSW, Tasmania, Victoria, WA)
- Finance Committee

External:

- Funding bodies
- Artist and Companies
- Presenting and Commissioning Partners
- Suppliers