

POSITION DESCRIPTION

Position Title:	Manager (Finance & Administration)
Hours:	Part time (0.8 flexible)
Salary range:	\$65,000 - \$75,000 plus 9.25% super (pro rata)
Reports to:	Director
Supervises:	Accountant, Front of House staff
Term:	An initial 2 year contract (3 months probation)

ROLE CONTEXT

The Australian Tapestry Workshop is Australia's only tapestry workshop, located within 10 minutes of Melbourne's CBD in South Melbourne. It was established in 1976 as a not-for-profit company limited by guarantee. Its asset base is \$1.2 million and full operational turnover is approximately \$1.2 million.

The Manager (Finance & Administration) is a key member of the Management team, reporting to the Director. As a not-for-profit entity the ATW has a range of revenue sources including commission income, earned income from admission fees, retail and investments, donations through the Tapestry Foundation of Australia and other philanthropic bodies, government funding and corporate partnerships. The ATW operates on a calendar year for management and statutory reporting.

POSITION SUMMARY

The role of this position is to develop and manage the ATW's financial and business systems to meet reporting requirements and corporate objectives. The Manager (Finance & Administration) works closely with the Director, management team and Board in the areas of strategic corporate planning and advice, financial planning and reporting, Information Technology systems, commercial operations, human resources management and administration activities. The Manager (Finance & Administration) will manage the preparation of both external and internal financial reporting requirements, budget submissions and administrative reports with the aim of improving the ATW's financial, commercial and administrative performance.

KEY RESPONSIBILITIES

Undertake the ATW's business and finance management including the following responsibilities:

1. Strategic and Corporate Planning

- Work with the Director, Board and Management team in strategic and corporate planning to achieve organisational objectives

2. Financial Planning and Reporting

- Develop annual and triennial financial budgets and monitor financial performance for the Director and Board.
- Work with the Director and Management team in developing and implementing the business plan.
- Manage detailed monthly and annual financial reports to the Board and Director.
- Prepare annual statutory financial statements to International Financial Reporting Standards and co-ordinate all aspects of the annual audit.
- Manage the annual audits, risks and financial and legal compliance (including GST, FBT and other statutory issues) and reporting to ASIC and relevant government departments.

- Prepare financial submissions and complete acquittals for government, philanthropic, corporate and private grants.
- Ongoing management of the ATW's accounting systems and other business systems.
- Supervise the Accountant in budgets, financial processing, reconciliations, compilation of end-of-month, annual reports etc.

3. Administration

- Manage policies, procedures and documentation (including insurance) relating to the ATW's operations and ensure they meet legislative, industrial, human resource and business requirements.
- Review and manage effective business and administrative systems including manage effective internal controls of cash and assets, etc.
- Manage the building lease and facilities.

4. Human Resources

- Manage HR policy implementation and staff employment contracts and oversee their effective implementation and revision as required.
- Provide advice on HR management, policy development and implementation to the Director and Board.
- Supervise the Accountant in personnel administration requirements including payroll, salary packaging, Work Cover and superannuation.
- Supervise Receptionist in general office administration duties including maintenance of the ATW environment, reception, public tours and enquiries, event organisation, general communications and document storage and maintenance.
- Manage contract consultants including IT consultants.

5. Production

- Provide tapestry quotations and production planning reports to the weaving staff and Director

6. Computer and Information Technology

- Manage the ATW's information technology systems, communications systems and staff training.
- Maintain IT hardware and software register.

KEY SELECTION CRITERIA

1. Qualifications

- Degree / Diploma in accounting, business administration or commerce and membership of a recognised professional body is desirable.

2. Skills and Experience

- Demonstrated high level experience in managing daily operations of an organisation including developing strategic and business plans, budgets, commercial and employment contracts.
- Demonstrated high level experience in managing Information systems, accounting systems and network administration.
- Demonstrated experience in building and facilities management .
- Sound knowledge of Human Resource legislation and principles.
- High-level analytical and numeracy skills.
- Well developed organisational skills and demonstrated ability to deliver projects and to prioritise tasks to meet tight deadlines.
- Previous experience in an Arts and/or non-profit environment at a managerial level would be advantageous.

3. Interpersonal and other skills

- Excellent verbal and written communication skills and interpersonal skills
- Enthusiastic and positive approach to working in a small team
- Ability to work both independently and co-operatively with multiple stakeholders and with teams across the organisation
- Pro-active and outcome-focused approach.
- Committed to high quality customer service principles.
- Flexible approach with regard to hours of work.

4. System Skills

- Xero
- CiviCRM or other CRM
- Microsoft Office Suite of Products
- Microsoft Access

OTHER RELEVANT INFORMATION

- We seek a part time 0.8 person but there is some flexibility.
- A fixed period contract (negotiable) will be offered following the completion of a three month probation period and performance review .
- Office hours are 9.00am to 5.00pm Monday to Friday with after-hours work as and when required.
- This position is based on a full time equivalent of a 38 hours week.
- The successful applicant will be required to undergo a Victorian Police Record check.
- The ATW is an Equal Opportunity Employer and operates a smoke-free work environment.

HOW TO APPLY

Please submit a covering letter, your CV (maximum 4 pages), your response to the selection criteria, and three referees. Please pdf these and email as one document to contact@austapestry.com.au by August 18th 2017

FOR FURTHER INFORMATION

Please contact Antonia Syme at asyme@austapestry.com.au