



TEN DAYS ON THE ISLAND

FINANCE MANAGER

POSITION DESCRIPTION

REPORTS TO:	CEO
LOCATION:	TEN DAYS ON THE ISLAND BURNIE OFFICE
CONTRACT PERIOD:	AUGUST 2018 - APRIL 2021
HOURS:	PART-TIME – FLEXIBLE 20 HOURS PER WEEK (WITH POSSIBLE ADDITIONAL HOURS IN LEAD-UP TO AND IMMEDIATELY AFTER FESTIVAL)

OVERVIEW

Ten Days on the Island (Ten Days) was established by the Tasmanian Government in 2000 to develop and deliver a state-wide cultural festival of national significance that provides opportunities for Tasmanian artists and companies to present their work to a wider audience and for the Tasmanian community to be exposed to national and international artists and companies of the highest quality, and assists in building Tasmania's legacy of expert professional arts infrastructure.

The biennial festival celebrates Tasmania's island culture and offers a platform on which to profile and promote Tasmania's innovative, creative and resourceful character and unique cultural identity. Ten Days brings international recognition for Tasmania and demonstrates how the arts can positively influence a community's perception of itself and the image it projects to the world.

PURPOSE OF POSITION

Reporting to and working under the direction of the CEO, the Finance Manager will manage the financial affairs of Ten Days on the Island. The position will establish and maintain sound financial management procedures and controls for the preparation of accurately and timely financial information. The role will include the development of the organisation's annual budget and reporting of monthly results against this budget and will be responsible for processing all daily and month end accounting transactions.

KEY RELATIONSHIPS

Internal

- CEO
- Administration Manager
- Creative Producer
- Manager Partnerships & Engagement
- Manager Ticketing Services

External

- Auditor
- Suppliers of financial services and support
- Grant funding bodies and related parties

DUTIES AND RESPONSIBILITIES

1. Lead responsibilities

Work with the CEO to prepare and manage:

- short, medium and long-term financial processes and systems that achieve financial objectives, encourage long-term financial stability and growth, maximise cost efficiencies, and ensure adherence to financial systems and internal controls
- program and project budgets, especially for the Ten Days' festival, including year-to-date actuals, cash flow forecasts, year-end-projections, and variance analyses
- provide monthly financial reports, including project and program budget reports, to the CEO, the Board's Finance and Audit Committee, other members of the Senior Management Team, and as otherwise required
- timely preparation of clear and accurate data for the annual audit of Ten Days' finances in collaboration with the CEO and Ten Days' auditors
- detailed budgets, financial or operations updates and other administration and operations-related reports as may be required for: grant applications and acquittals, partnership and sponsorship packages; Board and Board Committee updates and meetings; or for other purposes as may be required by the CEO

2. Operational responsibilities

- develop and maintain appropriate systems for financial management
- supervise compliance with and ensure Ten Days meets its legal, legislative and insurance compliance requirements
- ensure all creditor transactions are processed in a timely manner and in accordance with Ten Days' policies
- ensure all debtor invoices are raised in a timely and accurate manner and undertake collection procedures to ensure that all debtors invoices are paid in a timely manner
- maintain relationship with Ten Day's bank, including but limited to:
 - undertaking all bank reconciliations (bank accounts and credit cards)
 - liaising with bank on general enquiries
 - facilitating overseas payments
 - ensuring bank balance(s) are sufficient for upcoming transactions
- maintain and manage the MYOB accounting system and data integrity including but not limited to:
 - maintaining job codes and updating/altering as required
 - maintaining reconciliations between departments
 - producing reports for senior staff and assisting in reconciliation of actuals to budgets
- establish cash handling procedures with staff and ensure that these procedures are upheld
- prepare month end reconciliations (petty cash, bank, creditor, debtor, payroll, asset register, annual leave accruals)
- manage payroll
- other duties within reason as requested by the CEO

3. Festival specific responsibilities

With the Ticketing Services Manager create suitable systems to track and reconcile ticket income.

KEY INFORMATION

- This position is based at Ten Days' HQ in the Makers' Workshop in Burnie
- The successful candidate will be appointed to a fulltime contract with remuneration and conditions to be negotiated
- The contract is modelled on and supports Ten Days' employment policies

WORK HEALTH & SAFETY, EQUAL OPPORTUNITY, DISCRIMINATION & HARASSMENT

Ten Days on the Island is committed to high standards of performance in relation to Workplace Health and Safety and Equal Employment Opportunity. Our staff will maintain zero harm working conditions and practices. Our organisation promotes and upholds principles of fair and equitable access to employment and professional development. Ten Days does not tolerate any form of harassment or discrimination. All staff will comply with company policies and procedures. Ten Days values respectful, harmonious professional relationships within a dynamic working environment and ensure all staff behaviours enable these values.

WORK HOURS

Normal office hours of work will be 9 am to 5 pm with a daily lunch break of one hour; however, there will be times when considerable out-of-hours attendance will be needed. Hours of work will include weekend and on-call response during the lead up to and throughout the 2019 Festival and other Ten Days' events.

TIME OFF IN LIEU

Ten Days has a Time off in Lieu (TOIL) policy for full-time PAYG staff members of six months' duration or longer. TOIL policy details will be found in your contract of employment along with the process of accruing and using TOIL.

ANNUAL AND SICK LEAVE

Subject to the terms and conditions of the employment contract, the Employee will be entitled to holiday leave accrued proportionally at the rate of four weeks of annual leave for every 52 weeks worked. No leave loading will be paid.

SELECTION CRITERIA

Essential

- Qualifications in Accountancy; Member of CPA, or Institute of Chartered Accountants, or working towards completing
- At least five years of financial management experience at senior level
- Fluent (or ability to quickly become fluent) in MYOB and Microsoft Excel; good knowledge of and competence with Microsoft Word
- Demonstrated ability to prioritise workload and maintain tight financial controls
- High level attention to detail, accuracy and efficiency
- Excellent communication skills including written and verbal, liaison and negotiation and the capacity to work in a team environment

Desirable

- Previous experience within an arts environment

HOW TO APPLY

Address the Selection Criteria providing evidence and examples of recent experience against the Essential Selection Criteria.

Email your response to the Selection Criteria, your current CV and a brief cover letter to jane.haley@tendays.org.au

Please write FINANCE MANAGER APPLICATION in the subject line of the email.

Applications must be received by **5 PM TUESDAY 17 JULY 2018**.

If you have any questions about the role or the application process call JANE HALEY on 0413 620 724