

**GRIFFIN THEATRE COMPANY
INFORMATION FOR CANDIDATES:
FINANCE MANAGER**



FINANCE MANAGER – POSITION BRIEF

OUR VISION

Stories about us, by us, for us.

Griffin Theatre Company is Australia's premier new writing theatre.

OUR PURPOSE

To lead the country in the development and staging of outstanding new Australian plays.

WHO WE ARE

Griffin is Australia's only theatre company solely dedicated to developing and staging Australian plays. Founded in 1979, we are one of the great engine rooms of Australian theatre. We have shaped and platformed the narratives that help us know who we are as a nation, where we've been and who we want to become.

WHAT WE DO

Griffin is a creative hub for the development and production of Australian playwriting. Each year we produce four to six Main Season works, alongside co-productions and touring new Australian work regionally and interstate. Most of these works are new Australian plays, but occasionally there's a revival of work from the canon of Australian theatre. Our annual season also includes our Griffin Lookout program, through which we platform the next generation of Sydney's most exceptional independent theatremakers — providing space, producing support, and a cash stipend. Behind the scenes each year we develop the artists and new plays that will feature in our annual season over years to come. We run a number of well-recognised artist development programs that touch on three key considerations: access, ecology and pipeline of new work.

OUR HOME

Griffin's home is the historic Stables Theatre in Kings Cross—considered one of the birthplaces of contemporary Australian theatre. At 105 seats, the Stables is one of Australia's most intimate professional theatres. It is the original home of the legendary Nimrod Theatre Company established by John Bell, Richard Wherrett, Ken Horler and others. Now almost 45 years later, Griffin is the proud owner of the Stables Theatre, which will undergo a major renovation 2024–2025 to make it both accessible and fit for purpose when it reopens in 2026.

It's an exciting time for Griffin, and an excellent opportunity to join a dynamic team dedicated to shaping the future of Australian theatre.

FINANCE MANAGER – POSITION DESCRIPTION

Basis of Employment: Permanent part-time

Hours of work: 22.8 hours per week

Employment Conditions: 4 weeks annual leave

Location: The role is primarily based in Darlinghurst at Griffin's offices.
Please note: This location is only accessible via stairs.

Salary: \$90,000 pro rata plus superannuation

Additional Details: Griffin is committed to access and inclusion, and aims for cultural representation to be achieved at all levels of the company. We strongly encourage applications from First Nations people, people from a diversity of cultural and linguistic backgrounds, people from d/Deaf & Disabled communities, and people from LGBTQIA+ communities.

Please note that Griffin Theatre Company currently requires all staff to be fully vaccinated against COVID-19.

POSITION OVERVIEW

Griffin's Finance Manager is responsible for managing the day-to-day financial processes for the company as well as aspects of company compliance including insurances, ATO reporting (BAS), ACNC, etc. Financial processes include payroll, invoices, reconciliations and end-of-month.

The Finance Manager reports to the Executive Director, and works closely with the Executive Director, General Manager, and Finance Consultant to deliver timely and accurate financial record keeping and reporting as well as advice in relation to cash flow and investments. The Finance Manager also plays a key role in supplying financial information for grant applications and acquittals, and regulatory compliance and risk management in relation to insurances, workers compensation and government charity regulations.

The Finance Manager manages key employment information for new employees and contractors in order for smooth payroll procedures, as well as on-boarding new staff in relation to financial procedures such as reimbursements, use of credit cards and other on-account services, etc.

The Finance Manager is a critical resource and trusted source of confidential company information.

Key Duties:

Financial Processes

- MYOB data entry to accurately record liabilities and assets, income and expenditure
- Reconcile all company bank accounts on a regular basis (i.e. weekly, fortnightly or monthly), including production and petty cash floats and credit card accounts
- Record, track and reconcile creditors invoices on a weekly basis, and process payments on a timely basis following appropriate approvals
- Process and pay wages and salaries on a regular basis (i.e. weekly or fortnightly) following sign off by the Executive Director and/or General Manager
- Reconcile Tessitura, Griffin's ticketing and donations system to the bank including the recording of all tickets sales, income in advance and donations received
- Calculate and pay relevant royalties/box office monies owing at the conclusion of Main Season shows and Griffin independent productions

- Record, track and reconcile all other sales and income – program sales, bar sales, venue hire, sponsors, donations, education, etc.
- Prepare monthly reconciliation of all balance sheet accounts for review by the General Manager or Finance Consultant
- Manage company cashflow by monitoring balances and transferring funds between investment and operational accounts as required, including forecasting to maximise interest

Compliance

- Process PAYG tax withheld and GST and prepare BAS statements on a monthly basis and pay to the ATO
- Process and pay Superannuation on a regular basis, in line with legislative requirements
- Prepare and lodge PAYG Payment Summary forms at the end of each Tax Year
- Prepare Workers Compensation return on an annual basis and manage Workers Compensation claims as it relates to employees wages and premium impacts
- Maintain the company's insurance requirements, in consultation with the Executive Director
- Maintain a compliance calendar to manage key areas of risk

Planning and Reporting

- Assist in the preparation of annual operational and production budgets and update in MYOB
- Prepare and produce financial reports as directed by Management
- Assist in the preparation of financial reporting to Government funding agencies including annual acquittals and revised budgets
- Preparation of audit working papers for yearly audit process and presentation of working papers and reports to external auditor to review and finalise for Annual General Meeting in consultation with Management

Employment and Administration

- Develop processes for and management of key employment information for new employees and contractors in order for smooth payroll procedures
- On-board new staff and contractors in relation to financial procedures such as reimbursements, use of credit cards and other on-account services, etc.

Financial Systems and Processes

- Liaise with clients, employees, banks, customers and suppliers in relation to finance matters
- Provide training and support to ensure financial compliance and improve financial literacy across the company
- Maintain and improve financial systems, processes and controls to enhance efficiency and accuracy
- Maintain accounting and personnel filing system

Stakeholder Collaboration and Communication

- Collaborate with team members, producers, and other departments to support financial goals and initiatives.
- Communicate financial information effectively to stakeholders, including board members, donors, and external partners.

- Participate in team meetings, contribute to financial planning discussions, and provide insights on financial matters.

Key Internal Relationships:

- The Finance Manager is responsible to, and reports to the Executive Director and has no authority to make payments on behalf of the Company
- The Finance Manager works closely with the Executive Director, General Manager and Finance Consultant
- The Finance Manager engages with all Griffin departments, in particular with Heads of Departments, to ensure effective support and timely communication across the company
- The Finance Manager plays a key role in the onboarding of all new employees and contractors
- The Finance Manager should, as appropriate, liaise with the Executive Director and Board Treasurer to seek specialist input on account matters.
- Griffin's Board of Directors, as required

Key External Relationships:

- Trade Creditors
- Creative Personnel and/or their Agents
- The company auditor

Selection Criteria

- Exceptional knowledge and experience in MYOB AccountRight Plus (latest version of software) – it is expected that the Finance Manager has an MYOB certificate of proficiency or equivalent
- Exceptional knowledge and experience of accounting practices pertaining to maintaining IFRS (International Financial Reporting Standards) including, but not limited to, Profit & Loss, Balance Sheet, Cashflow, Payroll, Financial Year Ending
- Exceptional knowledge and experience in bookkeeping practices, including a good understanding of accounting practices pertaining to a not-for-profit organisation, i.e. requirements of the DITCA Register of Cultural Organisations, ATO, charitable fundraising, Government funding agencies etc.
- Good understanding of live performance industry awards, agreements, and practices
- Understanding of creative processes and requirements in realising artistic vision
- Ability to create and maintain systems that ensure efficient and accurate bookkeeping practices that are tailored specifically to support the needs of the company – in particular utilising MYOB to its full potential
- Demonstrated ability to manage complex and/or high-stakes projects involving multiple deadlines, budgets and stakeholder relationships
- Demonstrated ability to work independently and as a part of a team
- Excellent computer skills for database use email, Microsoft Office suite
- Exceptional administrative and organisational skills, attention to detail and ability to create and adhere to systems
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- An interest in the arts and specifically theatre

**Key
Performance
Indicators**

- Invoices, wages, superannuation and other like payments are paid on time and the correct amounts of tax (if any) are withheld
- Month end processes are complete within the first ten days of the month including all balance sheet accounts being reconciled.
- All company compliance activities happen on or before time – superannuation lodgement, IAS/BAS, ACNC, Insurance
- Debtors are followed up on a regular basis for payment
- MYOB data is entered on a timely basis so that a current snapshot of the Company's finance can be presented on request
- The company's insurance requirements are maintained, and appropriate for the level of activity and risk
- Effective communication across all departments of the company to ensure staff have what they need to delivered productions on time and on budget
- Timely communication with Management, reporting on any issues or concerns occurring in the day-to-day management of the company's finances.

APPLICATION REQUIREMENTS

Applicants should submit the following:

1. A written application (no more than 2 pages) or video (no more than 5 minutes) addressing the Selection Criteria
2. A current CV and contact details of 2 referees.

Applications should be emailed with FINANCE MANAGER in the subject line by **5pm on Friday 5 April 2024** to jobs@griffintheatre.com.au

If you would like to discuss the position in more detail, please contact Julieanne Campbell, Executive Director, by email on julianne@griffintheatre.com.au