

FINANCE MANAGER: Position Description

Reports to: The Women's Circus General Manager.

Works with: This position works regularly with the other Women's Circus core staff.

Hours: This is a part time position – at 12.5 hours per week / 25 hours per fortnight. Standard hours are within Monday – Friday, 9am-6pm, with a lunch break, although actual hours worked are flexible and may be worked over multiple days.

Remuneration: \$76K pro-rata, per annum plus Superannuation and all entitlements.

Location: This position will primarily be based at the Women's Circus venue in West Footscray, however there is flexibility for working some hours remotely.

Term: This position will primarily be based at the Women's Circus venue in West Footscray, however there is flexibility for working some hours remotely.

About Women's Circus

Women's Circus is a not-for-profit arts organisation offering a year-round social circus program and producing socially engaged circus works. We work with individuals and communities and foster collaborations between community participants and professional artists. Our social circus and creative programs celebrate the physical and imaginative potential of the human body and nurture self-awareness and self-esteem.

Women's Circus is bold, dynamic and confident, leading the way in intersectional feminist community arts cultural development practice to empower people of marginalised genders to shape community and culture through circus.

Women's Circus Employment Policy

Women's Circus is committed to creating a workplace that supports those from marginalised genders to thrive. We only provide employment for people who belong to a marginalised gender.

Women's Circus provides flexible employment and actively supports people with a family or other working obligations and creative pursuits.

We strive to create work environments that support the physical, mental and emotional wellbeing of employees and acknowledges the diversity of lived experiences as valuable to our organisation.

We strongly encourage applications from trans and gender diverse community members, people of culturally and linguistically diverse backgrounds, First Nations people and people with disabilities.

Role Overview

The Finance Manager is responsible for the day-to-day financial operations of Women's Circus, including financial modelling, planning, reporting and general business management. In addition, they work alongside the General Manager to ensure legislative compliance, and Board and Government reporting.

All Women's Circus roles take an active part in our vision to empower people of marginalised genders to shape community and culture through circus. By:

- Championing genuine and meaningful engagement, participation and representation of marginalised individuals and communities.
- Participating in the creation of a robust, sustainable, and healthy organisation and working culture.
- Creating programs and partnerships that create positive lasting and reverberating impact.

Key Tasks

Accounting Processes & Pay Roll

- Undertake the day-to-day financial operations; invoicing, bills, expenses, and data entry from 'MindBody' for our circus workshop programs.
- Fortnightly payroll including updating employee records and monthly superannuation payments.
- Monthly reconciliations of payroll, leave, superannuation and accounts receivables and payables.
- Oversee completion of Business Activity Statements quarterly and IAS monthly.

Reporting

- 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
- Annual, bi-annual reporting to the charity bodies; ACNC and Register of Cultural Organisations.
- Oversee other statutory compliance requirements, alongside General Manager including financial reporting to key funding bodies such as Creative Vic, Australia Council and Maribyrnong Council.

Planning, Forecasting, and Processes

- Management and responsibility for financial planning, systems and processes
- Provide financial and analytical support to the General Manager to support budget modelling and multi-year forecasting and cashflow including leave and fixed asset register.

- Develop, implement and monitor appropriate financial systems, procedures and internal controls to support the efficient and effective operation of the Finance function
- 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

Organisational

- Participate in staff and other relevant meetings.
- Support the General Manager and contribute to Women's Circus strategic planning and direction.
- Guide other staff members to enhance financial literacy, including guidance with compiling annual budgets and forecasting
- 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

Selection Criteria

Essential

- Business degree majoring in accounting or finance or a relevant TAFE qualification eg bookkeeping or finance management
- At least 3 years job experience in bookkeeping, finance management or similar.
- Extensive knowledge / experience of operational accounting procedures; accounts receivable, accounts payable, bookkeeping, credit control, financial accounting, GST, payroll processing, weekly / monthly reporting for management.
- Ability to prepare and interpret accounting reports and complete detailed reconciliation.
- Experience in computerised accounting software packages in particular Xero, Payroll systems and knowledge of current employment laws and regulations
- Ability to engage with racial justice and cultural equity frameworks, reflecting both professional and lived experience
- Demonstrated ability to collaborate and communicate sensitively and effectively with people with diverse lived and cultural, and professional experience
- An adaptative mindset with the ability to embrace new challenges, solve problems and implement new ideas
- Ability to self-manage, prioritise and problem solve, whilst being able to ask for support and help from the rest of the team when needed.

Desirable

- Previous working knowledge and experience working in a community-based arts organisation or Not-For-Profit.
- Experience in interpreting Modern employee Awards.
- Understanding of the Australian arts sector and its funding and administrative bodies.

Women's Circus acknowledges the Kulin Nation as the traditional owners of the land on which we meet, train and create and recognise their continuing connection to land, waters, communities and culture. We pay our respect to Elders past and present and through them to all Aboriginal and Torres Strait Islander peoples. Sovereignty was never ceded. Always was, always will be Aboriginal land.