

TITLE	FINANCIAL CONTROLLER
REPORTS TO	CEO
DIRECT REPORTS	Bookkeeper
ROLE TYPE	Part-Time (2.5 days)
LOCATION	Stirling Highway, Claremont

ROLE PURPOSE

The Financial Controller is responsible for managing and overseeing all aspects of financial management, reporting, budgeting, and compliance within Perth Symphony Orchestra (PSO). The role requires an individual who understands the unique needs of the not-for-profit sector in Australia and can ensure PSO’s financial sustainability and regulatory compliance.

KEY FUNCTIONS AND ACCOUNTABILITIES

FINANCIAL MANAGEMENT	<ul style="list-style-type: none"> Oversee day-to-day financial operations including accounts payable, accounts receivable, payroll, and bank reconciliations. Develop and implement financial policies and procedures to ensure effective financial management. Maintain accurate and up-to-date financial records.
FINANCIAL REPORTING AND ANALYSIS	<ul style="list-style-type: none"> Prepare timely and accurate monthly, quarterly, and annual financial reports for management and the board. Provide financial analysis and advice to the CEO, board, and senior leadership team to support decision-making. Ensure compliance with Australian Accounting Standards, specifically AASB and IFRS for not-for-profits.
BUDGETING AND FORECASTING	<ul style="list-style-type: none"> Lead the annual budgeting process in collaboration with the CEO, business development, artistic, production and administration teams. Support the business development, artistic and production teams in the creation of Concert budgets. Monitor organisational spending to ensure adherence to budget, provide explanations for significant budgetary variances and propose corrective actions if necessary. Conduct financial forecasting and cash flow management to ensure the organisation remains solvent and achieves long-term financial sustainability.
GRANT / FUNDING MANAGEMENT AND REPORTING	<ul style="list-style-type: none"> Work closely with the Grants and Community teams to support the grant application process including budgets and other financial documentation. Monitor and report on the financial aspects of grants and ensure

	<p>compliance with donor requirements.</p> <ul style="list-style-type: none"> • Prepare financial reports for grants and funding bodies as per contractual obligations, including final acquittal.
COMPLIANCE AND RISK MANAGEMENT	<ul style="list-style-type: none"> • Manage PSO's external audit process, including preparation of the annual financial statements and liaising with auditors. • Ensure compliance with ACNC (Australian Charities and Not-for-profits Commission) reporting requirements. • Ensure compliance with Australian tax laws, including GST and ensure accurate and timely lodgement of BAS and other regulatory returns. • Assist in monitoring and maintaining the PSO's tax-exempt status and deductible gift recipient (DGR) status. • Identify and mitigate financial risks. • Support with company secretarial duties to promote good governance

QUALIFICATIONS, ATTRIBUTES AND CAPABILITY

QUALIFICATIONS	<ul style="list-style-type: none"> • Tertiary qualifications in business / commerce of similar • CA / CPA qualified
ATTRIBUTES	<ul style="list-style-type: none"> • Leadership and Team Management Skills • Financial Acumen and Expertise • Attention to Detail • Problem-Solving and Analytical Thinking • Communication and Interpersonal Skills
CAPABILITY	<ul style="list-style-type: none"> • Demonstrated ability to manage all aspects of financial operations, including accounts payable/receivable, payroll, and regulatory compliance. • Ability to communicate complex financial information clearly to stakeholders (CEO, Board) and build strong relationships with internal teams and external service providers. • Strong financial management abilities, including experience in budgeting, forecasting, financial reporting, and compliance with relevant accounting standards (AASB, IFRS). This also encompasses managing audits and ensuring effective internal controls. • Strong analytical skills to assess financial data, identify risks, and provide insights that support decision-making. • Ability to manage competing demands and maintain composure under pressure. • Capability to support governance structures, including audit processes, board reporting, and corporate secretarial duties.

COMPETENCIES

- **BUSINESS AWARENESS** – A strong understanding of the financial environment in which Perth Symphony operates. This includes knowledge of market conditions, funding landscapes, financial regulations, and how these factors influence the business. In a not-for-profit context, it involves an awareness of internal and external stakeholder expectations, regulatory requirements (such as ACNC reporting), and the need for financial sustainability.
- **FINANCIAL EXPERTISE** - A deep expertise in financial management, including budgeting, forecasting, financial reporting, and compliance with accounting standards (AASB, IFRS). This includes the ability to interpret financial statements, lead audits, manage cash flow, and develop financial models to support decision-making.
- **ANALYTICAL THINKING AND PROBLEM-SOLVING** - The capacity to analyse financial data, identify trends or risks, and make informed decisions.
- **SOLUTIONS FOCUSED** - Able to identify and address issues quickly with creative and practical financial solutions. A financial controller must be proactive in finding ways to improve processes, mitigate risks, and support strategic initiatives through financial insights and recommendations.
- **INTERPERSONAL EFFECTIVENESS** - able to influence the behaviours and view of others through persuasion and encouragement. Able to adapt behaviour to a wide range of people. Manages conflict and other sensitive issues effectively.
- **RESILIENT AND ADAPTABLE** - Demonstrates the ability to handle pressure, manage competing priorities and remain focused and effective during periods of financial or organisational challenge.

PERTH SYMPHONY VALUES

STAND UP, BE BOLD	We are brave and fearless, open to new ideas and not afraid to speak up and break the rules. We share a sense of fun that inspires a belief that anything is possible.
LIVE TO INSPIRE	We act with passion and pride to create high quality, ground-breaking and memorable musical and cultural experiences for everyone.
MAKE IT HAPPEN	We are motivated, agile and adventurous. We lead, embrace and adapt to change with a fierce determination.
EVERYONE MATTERS	We embrace, respect and welcome everyone and their ideas. We act with integrity, treat people equitably and in a way they feel heard and valued. We reflect the spirit of WA and its people through our actions and activities.
TOGETHER AS ONE	We actively build authentic and meaningful relationships and partnerships, embracing opportunities to work together in new ways. We are one team that supports and encourages the unique contribution that everyone brings.