

FINANCE MANAGER

Role type: Part - time - 5 days a week, 20-25 hours a week
Pro-rata of \$90k per annum plus super

The Organisation

The Perth Symphony Orchestra is the orchestra that breaks the rules. At almost 8 years old, the orchestra has performed to over 350,000 patrons, reaching communities from Burringurrah to Margaret River and everywhere in between. Our mission is 'Music for Everyone' – and we aspire to reach every Western Australian with incredible music experiences as well as have a global reputation for innovation, pushing boundaries and creating a new business model for orchestras in the 21st Century.

Perth Symphony Orchestra Limited:

- is a company limited by guarantee;
- is an income tax exempt charity;
- Has Deductible Gift Recipient status;
- Registered as a charity with Australian Charities and Not-for-profits Commission (ACNC);
- Registered for Goods and Services Tax (GST)

Perth's Symphony Orchestra's year end historically has been 30 June, however from 1 July 2018 the year end changed to 31 December to align with the calendar and event year.

Perth Symphony Orchestra Limited has been subject to audit since its incorporation. A copy of the lodged financial statements for the years ended 30 June 2018 and 30 June 2017 can be found on our website, perthsymphony.com

Perth Symphony Orchestra currently uses MYOB as its accounting software however, the organisation is seeking to upgrade its software commencing the next financial year 1 January 2020. No decision has been made, as yet, on the package to be adopted however Xero is being considered as one option.

The Role

Perth Symphony Orchestra is looking for a Finance Manager who will ensure the organisation's financial and accounting activities accurate, efficient and provide a strong internal control environment.

Reporting to the General Manager, as finance manager, you will be responsible for all financial, accounting and company secretarial activities for Perth Symphony Orchestra. Specifically:

- Routine activities: payroll and PAYG (fortnightly), accounts payable, accounts receivable, BAS returns
- Non-routine activities: monthly accruals, monthly depreciation and amortisation, maintaining the fixed asset register, annual budgeting process, financial statement close process, financial report preparation and liaison with the auditors
- Reconciliations: all balance sheet accounts and P&L accounts monthly
- Board and leadership reporting: monthly balance sheet, P&L and cashflow, including budget
- Company secretarial and governance: maintaining the company register(s) with ASIC and ACNC in respect of changes in company details including directors, lodgement of annual returns, working with PSO's team administrator with the preparation and board papers; working with the General Manager to maintain the enterprise risk register

The Finance Manager will also be responsible for assessing the accounting package options available to the organisation, including being part of the decision making on the most cost-effective option to support the organisation's growth. The Finance Manager will then take the lead role in supporting the transition to the new software in 2020, establishing appropriate internal processes and controls, or amending existing documented controls as required.

The ideal candidate would suit a flexible 5-day work arrangement between 10am to 6pm Monday to Friday in Cottesloe.

Key relationships

General Manager
Executive Director and Founder (CEO)
Non-Executive Director – Finance

Key responsibilities:

- Data entry into accounting software (MYOB currently)
- Processing fortnight payroll and timesheet collation, including PAYG
- Preparing and lodging the BAS return in timely manner, including maintaining appropriate documentation to support the audit

- Processing journals ensuring that all accounting entries are supported by working papers for analytical review and annual external audit
- Preparing the month end profit and loss, and balance sheet, and cashflow reports, including monthly balance sheet reconciliations and analysing transactions and preparing required journals
- Ensuring the integrity, accuracy, and timeliness of all financial records, ensuring all income and liabilities are accurately recorded, reconciled and reviewed
- Supporting on financial estimates/model for new projects and report or for new funding application
- Completing account reconciliations to review and clear balance sheet control accounts on a monthly basis
- Financial controls to ensure all accounting principles are implemented with view toward compliance, fraud and theft prevention as well as to ensure financial procedures are set
- Calculate variances from the budget and report significant issues to management
- Manage account receivable and account payable
- Delivery of the monthly close process, analysing transactions and preparing required journals
- Responding to financial inquiries by gathering and interpreting data
- Examining financial records to check for accuracy
- Supporting General Manager/CEO in the planning, preparation, and delivery of statutory reports, publications, external audits, and the Annual Report and Accounts within agreed timetables
- Development/ enhancement of monthly board reporting, including reporting against strategic KPIs
- Maintaining our financial reporting procedures manual (document setting out our finance function internal controls, including approval limits)
- Input into, and maintaining for financial risks, Perth Symphony Orchestra's risk register
- Maintenance of corporate records and meeting lodgement requirements of the regulator (ACNC)
- Company secretarial responsibilities in support of good governance with the support of the team administrator.

Skills & experience required

To be considered for this role you **MUST** have:

- CA/ CPA Qualified with a minimum of 4 years of experience ideally working in finance function or professional services environment
- Exemplary financial accounting, tax, budgeting and forecasting experience with exposure to financial statements and audit
- Broad commercial expertise and judgement
- Analytical/ high attention to detail
- Good communication skills – both written and verbal skills
- Excellent mathematical skills and use of Microsoft Word & Excel
- Exceptional time management and prioritisation skills, deadline orientated
- Exposure to MYOB and Xero
- A “can do” positive attitude, be motivated, flexible and prepared to take on additional responsibilities as the organisation grows.

If this sounds like you, please forward your CV and cover letter summarising your suitability for the position.

The role presents an idea opportunity for a parent returning to the work force, requiring a flexible work arrangement with the ability to grow with the organisation.

Please submit applications and recruitment enquires to: jobs@perthsymphony.com

Applications close: Thursday 30th Aug 2019.