

PERTH FESTIVAL

Position Title:	Head of Corporate Services
Department	Corporate Services
Supervisor Title:	Executive Director

About Perth Festival

At the edge of Australia, at the edge of the world, our lifestyle, our environment, our history provides us with a singularly distinctive outlook on how we celebrate creativity and culture — and embrace the very best that humanity has to offer from anywhere on the planet. Every summer since 1953 Perth explodes with music, dance, stories, conversations and laughter. Bright and bold and refreshingly down-to-earth, our Festival is made for locals — but we invite everyone to jump in, and experience art in a different light.

We are uniquely placed to celebrate the oldest living culture in the world by championing rich indigenous traditions and contemporary arts practice.

We build a creative community through arts sector development and diverse audience engagement, which are the heartbeat of the Festival. We collaborate with local institutions, grass roots arts organisations and provide opportunities, skills and jobs for hundreds of people each year.

This Festival and this city share the most dynamic region in the world, the Indian Ocean Rim and East Asian time zone where more than 60% of the world's population lives. The opportunities for artists, producers and presenters to explore creative engagement and international partnerships throughout the region are boundless.

The Festival was born out of the University of Western Australia's annual summer school entertainment nights as a “festival for the people” in response to a changing post-war society hunger for cultural nourishment.

Perth Festival now stands as Australia's premier curated arts festival – and one of the greatest in the world – with a diverse program of international artistic excellence that honours the vision of Festival founder Prof Fred Alexander:

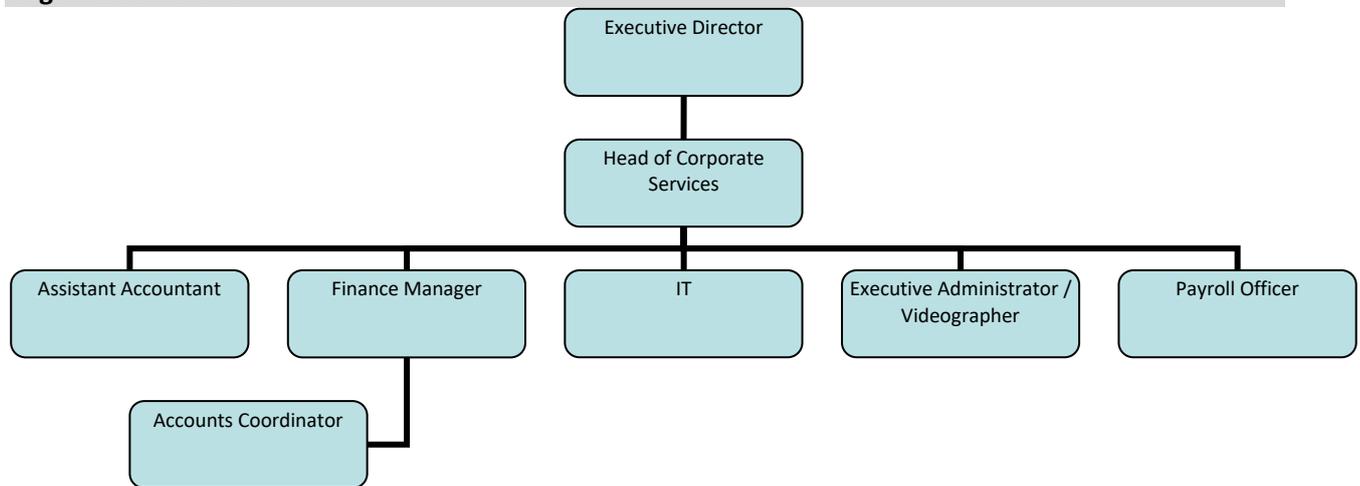
“Keep up your standards and seek the best that is available to you wherever it may be found; but don't allow the Festival to become the exclusive preserve of the ultra-highbrows who might be tempted to forget that it is primarily a festival for the people of Perth.”

About the work area

The Corporate Services department is responsible for the financial and operational success of the Festival.

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Organisation chart



Role statement

The Head of Corporate Services is a full time position working closely with the Executive Director and is responsible for managing and leading the financial operations and corporate services of the Perth Festival (PF).

The role manages a team of finance professionals to ensure the financial objectives of PF are met and reported on with accuracy and timeliness. The role oversees the office coordination support and IT roles and provides governance support across the organization.

The appointee will also act as Company Secretary to the Perth Festival Board and relevant Committees.

Key responsibilities

Company Secretary

As the Company Secretary to the Board of a Company Limited by Guarantee (Perth International Arts Festival Ltd), you will be responsible for:

- Ensuring compliance with legislation and regulations for ASIC and ACNC
- Collating the Board Pack and Committee Meeting documents in line with the relevant UWA principles and rules of the Operation of Committees.
- Managing the relationship between Perth Festival and the Board, including providing additional financial reporting as and when required including profit and loss statements, balance sheets, cashflow statements and a comprehensive suite of forecasting reports
- Induct new board members in line with the constitution

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- Coordinate, attend and maintain the records for all Board and Committee Meetings

Risk and Compliance

Provide overall risk and compliance guidance and risk management planning and support for PF with a focus on building and maintaining a strong relationship with the senior leadership team, UWA Risk and Legal teams and other external consultants as required

Ensure all legal responsibilities are met (including but not limited to, GST, PAYG, other taxes, insurance, and financial & charitable reporting)

Ensure compliance with and arrangement of contractual payments, taxation commitments, banking, cash facilities and foreign currency payments for visiting artists and companies as required in Australia and overseas

Maintain PF's financial records and associated correspondence including the recording and safeguarding of Festival assets.

Oversee the development and evaluation of effective contract systems in close collaboration with the UWA Legal team and relevant PF departments

Provide commercial advice and support across the organisation including financial analysis, high level contract negotiations and contracting

Strategic Financial Management

Provide strategic financial advice informed by a deep understanding of commercial risk and compliance

Provide overall financial management of PF with a focus on actively maintaining a well partnered and dynamic relationship with the senior leadership team, the University of Western Australia (UWA) and the PF Board

Manage the Corporate Services Team and oversee the management and maintenance of accounting systems and procedures and ensure timely and accurate delivery of PF's financial reporting

In close collaboration with the senior leadership team and the Finance Manager, support and oversee the budget process for the Festivals and ensure budgets targets are achieved, including forecasting future Festivals and reforecasting current budgets as required

With the support of the Finance Manager, manage all audits for PF in partnership with the appointed UWA and external Auditors

Responsible for cost control throughout the organisation in conjunction with the Executive Director

Oversee payments of Festival creditors, cash forecasting, monitoring of foreign exchange, invoicing, payments of Festival debtors and authorize the preparation and payment of PF's payroll inclusive of superannuation, salary sacrifice and leave management

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In collaboration with relevant departments, support the preparation of financial requirements for grant and sponsorship acquittals, providing information, data and figures as required

Manage all Finance and Finance System related projects and provide advice on future systems that meet the needs of PF with a focus on continual improvement

Any other duties as directed by the Executive Director.

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Specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency

CA or CPA qualified (or equivalent)

Substantial relevant financial management experience at a senior level

Deep knowledge of and understanding of risk, compliance, financial policy, legal requirements, contracting and high level financial procedures

Proficiency in a range of computing skills including spreadsheets, word processing, databases, internet and email

Ability to work independently, with accurate attention to detail

Experience with and confidence in liaising with Boards and Financial, Risk and Audit Committees

Ability to show initiative and work productively as part of a team with a clear track record of collaborating across departments to meet financial objectives

Highly developed organisational skills and ability to set priorities, manage competing demands, and meet deadlines

Highly developed interpersonal, relationship and communication skills

Experience in the Arts and Culture sector (desirable)

Experience with accounting package MYOB (desirable)

Experience with Wage Easy (desirable)

Special Requirements

Current, valid C Class Drivers License