

PERTH FESTIVAL

Position Title:	Senior Accountant
Department	Finance
Supervisor Title:	Chief Financial Officer

About Perth Festival

We affirm the primacy of Indigenous culture by acknowledging our presence on Whadjuk Noongar Boodjar. As the longest-running arts festival in the nation, our not-for-profit organisation is dedicated to enriching life through art.

We are answerable to our community and seek to demonstrate the power of art to bridge divisions and unite people from all sectors of life. The inclusivity we seek addresses multi-cultural, socio-economic and geographical divides.

We champion rich Indigenous traditions and contemporary art practices. We collaborate with local institutions, grassroots arts organisations to develop opportunities, skills and jobs for Western Australians, as we have since our foundation in UWA in 1953.

The Festival is central to supporting the next generation of creative thinkers. We commission and present works that give voice to this generation, as well as commission acclaimed National and International artists to collaborate with local artists. New perspectives, big ideas and creative action at the Festival can provide the toolkit for our community to thrive in the 21st century.

The Festival has many strengths to draw on in seizing opportunities and rising to the challenges we face. Using our strategic pillars of community; leadership and sustainability we aim to fulfil our vision to be at the heart of our local community on Whadjuk Noongar Boodjar and a world leader for cultural and artistic experience.

About the work area

The Finance team places the Festival's values and strategic pillars of Community, Leadership and Sustainability at the heart of every decision they make and every action they engage with. In line with the Festival's strategic plan, the team is responsible for the financial success of the Festival, and works closely with all areas of the Festival to facilitate a vibrant and successful Festival.

Role statement

The Senior Accountant is a key member of a small and busy finance team. The post takes the lead on the implementation of our financial controls across the Festival and is the main contact for all day-to-day internal financial processing queries. The Senior Accountant is responsible for ensuring that financial information is accurate and complete at month-end and year-end and that reconciliations and account reviews occur in a timely manner to enable reporting against tight timelines.

This role supervises our Accounts Officers, ensuring that data integrity is maintained and work-flow is managed.

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Key responsibilities

Financial reporting

1. Oversee accounts up to report preparation stage, ensuring that balance sheet and key profit and loss accounts are fully reconciled in a timely manner for month-end.
2. Issue monthly management accounts reports, analysis and commentary for budget holders.
3. Assist as required with the preparation of monthly management accounts for the Executive and the Board on our financial position and performance.
4. Manage ongoing reconciliations with other systems.
5. Assist in financial reporting to statutory authorities including ROCO, ACNC, and ASIC as appropriate.
6. Lead on year end close off and lead statutory account preparation and audit process under the direction of the Chief Financial Officer, with external assistance as required.
7. Maintain the fixed asset register for accounting and insurance purposes.
8. Prepare consolidation reports for our parent company, UWA.
9. Act as the first point of contact for financial reporting and accounting queries internally.

Business partnering

10. Assist in the preparation of monthly forecasts and cash flow forecasts to support budget management and planning.
11. Support the Development team with applications and acquittals for funders.
12. Support the Chief Financial Officer with annual budget setting.
13. Support colleagues with budget management queries and requests.
14. Lead on box office income reconciliation and manage settlements with ticketing agencies and venues.

Systems management and development

15. Act as systems administrator for accounting software, and lead user management and controls.
16. Provide support and training on purchase order, payroll, and expenses management system.
17. With support from Accounts Officer(s), manage credit card facilities, banking mandates and other key financial systems and processes.
18. Develop operating procedures for all critical finance processes.
19. Identify, develop and implement opportunities for systems and process improvements.

Financial management and compliance

20. Lead on treasury management and security, including cash security and credit facilities
21. Under the direction of the Chief Financial Officer manage all tax compliance and reporting including FBT, GST and PAYGW.
22. Manage payments and tax compliance for visiting artists and companies from Australia and overseas.
23. Ensure the compliant and accurate management of all financial and statutory records.

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24. Review pay runs and purchase order requests for compliance with organisational financial controls (as required).
25. Lead the induction and training of staff on key financial policies and procedures.

Other

26. Supervision of finance support colleagues as required
27. Deputise for payroll, accounts payable and receivable processing as occasionally required.
28. Maintain familiarity with the Festival's strategic pillars, mission and vision.
29. Contribute to furthering the Festival's mission and vision and ensure that the Festival's values are embedded in all aspects of their work.

Specific work capabilities (selection criteria)

Essential

Current membership of a professional accounting body.

Strong technical knowledge across accounting, tax, payroll, financial controls and statutory compliance.

Strong relevant finance systems and procedures development experience.

Strong communication skills to coordinate with internal and external stakeholders

Attention to detail and excellent problem-solving skills.

A solutions focussed self-starter who enjoys achieving results and working at pace.

Demonstrated ability to deliver against deadlines.

Excellent project management and organisational skills.

Flexible, responsive and service minded approach.

Proficiency in a range of computing skills and software, including advanced Excel skills.

Experience in working with Aboriginal and Torres Strait Islander people and / or people from culturally and linguistically diverse backgrounds.

Desirable

Relevant financial accounting experience in arts and culture sector.

Relevant experience in not-for-profit sector.

Experience of MYOB Advanced.