



## **SENIOR FINANCE OFFICER – THE BLUE ROOM THEATRE**

### ***WHO WE ARE***

The Blue Room Theatre is a highly regarded organisation that is fundamental to the needs of independent theatre and performing arts in Western Australia. Situated in Northbridge, The Blue Room Theatre is a bustling artistic hub for artists and audiences to meet, create, produce, engage and network. Driven by the passion, energy and commitment of our members and supporters, The Blue Room Theatre is one of Australia's leading arts organisations, offering a unique and effective model of resource management and service delivery for local independent performance makers.

Our values drive us in everything we do:

**Creativity:** We support the creation of risk taking and rigorous new Australian theatre

**Development:** We produce flourishing artists, advance our organisation and strengthen the Western Australian theatre sector

**Community:** We are an inclusive and accessible space of mutual respect and influence

**Accountability:** We are transparent and sustainable, both financially and environmentally

### ***WHO YOU ARE***

We are looking for a skilled and detail-orientated senior financial officer, who is excited to work for our dynamic arts organisation.

#### **Essential and Required Skills and Experience:**

- Minimum Certificate IV in Bookkeeping, preferable CPA/CA qualification
- Good knowledge and understanding of accounting principles and practice
- Payroll experience
- Proficiency in the use of accounting software
- Attention to detail and a high standard of accuracy
- Excellent time management skills and the ability to self-prioritise work
- Ability to work independently with minimal supervision, whilst always working as part of the team
- A demonstrated ability to maintain confidentiality of the financial details of the organisation and individual employees

#### **Desirable Skills and Experience:**

- Previous experience working in a not for profit and/or arts organization
- Proficiency in the use of Reckon accounting software

**Please see the full position description below.**

## **HOW TO APPLY**

We strongly encourage applicants from Aboriginal and Torres Strait Islander people, people with culturally and linguistically diverse backgrounds, people with a disability, and people who identify as LGBTQIA+. We encourage our members to share these opportunities widely.

Any queries about this position should be directed to the Operations Manager Mitch Thomas, on 08 9227 7005.

***Applications close 12pm (midday), Tuesday 28 September 2021.***

***Interviews:*** Interview will take place the week of October 4<sup>th</sup> 2021.

***Start Date:*** Our preference is for the role will begin with a handover period with our current Finance Officer during November/December 2021.

Please email a cover letter copy of your current CV (maximum 3 pages) to The Blue Room Theatre

- Email: [info@blueroom.org.au](mailto:info@blueroom.org.au)
- Subject: Recruitment: Senior Finance Officer

# The Blue Room Theatre

## Job Description Senior Finance Officer

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<b>Position Title</b>	<b>SENIOR FINANCE OFFICER</b>
<b>Basis of Employment</b>	Casual – 8 to 12 hours per week
<b>Location</b>	The Blue Room Theatre, Northbridge, WA
<b>Start Date</b>	Mid to late November 2021
<b>Salary</b>	\$40 / hour
<b>Reports To</b>	Executive Director
<b>Job Description Review</b>	Annually

\*Due to the nature of this role, this position may require additional hours in peak periods.

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### Position Description

The Senior Finance Officer is responsible for managing the daily accounting functions within the organisation, ensuring all accounting records are maintained in an accurate and time efficient manner. At all times working within the guidelines, policies and mission of the organisation.

### Key Responsibilities and Duties

#### Management Accounting

- Manage the accounts payable and accounts receivable functions of the organisation
- Ensure accurate and timely entry of all financial data into the organisation's accounting system
- Monthly general ledger journals, and reconciliations
- Monthly reconciliation of all bank accounts and cash flow management
- Liaise with the annual external auditors, providing timely information and ensure compliance with accounting standards and the direction of the Board

#### Budgets

- Assist with the preparation of annual program budgets
- Consolidation of the organisation's annual budget
- Monitor actual spending against budgeted spending

#### Taxation

- Prepare and lodgement of BAS and other ATO taxation in a timely manner
- Ensure compliance with all statutory ATO regulations

#### Assets

- Assist in the maintenance the organisation's asset registers
- Process monthly depreciation

### **Employee Records**

- Assist in the maintenance of electronic records of all employee personnel files
- Track all changes to employee conditions, including movements in employment status, position, qualification, salary change, and contract expiry dates

### **Payroll**

- Ensure all required statutory induction documentation is received for new staff
- Ensure accuracy of payroll master file data and systems
- End to end process of payroll, including lodgement of STP
- Balance and reconcile payroll to accounting records
- Lodge and pay Superannuation, PAYG liabilities in a timely manner
- Ensure accuracy of employee entitlements & liability
- Regular review of current, relevant Award rates and conditions to ensure compliance and provide advice to the ED

### **Insurance**

- Assist the ED with insurance negotiations
- Provide annual wages declarations estimates of remuneration
- Submit insurance claim forms and monitor recoveries

### **Reporting**

- Prepare monthly Balance Sheet and Profit & Loss reports
- Assist ED with Variance analysis and Board reports
- Assist ED with all grant acquittal reporting
- Assist ED with all governance compliance reporting
- Provide Management reports on income and expenditure against budget and variance details

### **Other**

- Provide a wide range of accounting support to the Executive and Management team
- Provide support to program staff in the understanding of budgets, program spending, and expense paperwork as required