

MFSRBF – 2024
FINANCE MANAGER POSITION



Key Selection Criteria

1. Proven ability to work calmly in a variable, high pressure environment to meet multifaceted deadlines
2. Excellent written & verbal communication skills
3. Thorough understanding of Non for Profit Organisations, GST, payroll, double entry bookkeeping, budgeting, financial analysis and reporting
4. Proven capacity to follow, analyse and document processes & procedures within a model of continuous improvement
5. Ability to gather, prepare and present meaningful financial data to a wide range of stakeholders
6. Excellent time management skills including the ability to self-motivate, manage and prioritise workload and delegate effectively
7. High level Excel skills & good working knowledge of Xero & Square. IT skills sufficient to set up, manage and troubleshoot a secure, reliable offsite workplace

Roles & Responsibilities

Management of all Festival related finance activities, including but not limited to:

- Preparation of budget in conjunction with Festival Co-ordinator, Event Managers and Board
- Timely & accurate production and processing of all relevant financial documentation
- Ongoing reconciliation and management of activity against budget and balance sheet accounts
- Banking and financial transactions, including Festival cash management and online banking.
- Maintaining relationship with financial institutions to ensure best practice and outcomes
- Work with Festival Co-ordinator to establish and manage hire/contractor/tender arrangements
- Prepare, manage and direct all financial aspects of the Festival weekend
- Production of timely, meaningful, accurate reports and data for all stakeholders
- Completion of all financial reporting obligations (BAS, ASIC, PAYG, CAV)
- Follow existing procedures, while working with Festival administration team to streamline and document processes to improve accuracy, time management and consistency
- Investigate and present opportunities, innovations and improvements which could provide financial benefit to the Festival
- Collation of all information required for auditing purposes and managing the relationship with the Festival Auditor
- Manage Festival's Insurance policies and coverage and ticketing system.
- Applying for and managing grants

The Position

- Salaried permanent part time - .6FTE (3 days per week)
- Flexible hours based on workload including f/time and weekend work over Festival period
Salary commensurate with experience
- Leave and conditions in accordance with *Clerks - Private Sector Award 2010*
- Flexible working arrangement negotiable
- Autonomous position, working co-operatively with Festival Co-ordinator & Administration
- Team Answerable to the Board, under the management of the Festival Co-ordinator
- Confidentiality regarding Festival activities is required at all times
- MFSRBF retains the rights to all current and future intellectual property arising from this position
Contribution to home internet costs available

The Application Process

Applicants are required to submit a covering letter addressing their capacity to meet the key selection criteria together with a curriculum vitae to PO Box 144 Corryong 3707 or treasurer@bushfestival.com.au by 9th Oct 2024.

Suitable applicants will be interviewed by a panel and will be required to complete a number of tests assessing their capacity to perform under stress as well as their understanding and knowledge of bookkeeping techniques and ability to assess financial data and present meaningful reports.