



JOB AND PERSON SPECIFICATION

Title of Position: Finance Officer
Responsible to: General Manager
Key relationships: Artistic Director, Creative Producer and Finance Sub Committee
FTE: Part Time, Up to 2 days per week

PATCH THEATRE

Patch Theatre has been making and touring professional devised theatre for 4–8 year old children and their families from Kaurua Yerta, in South Australia since 1972. Patch creates world-class arts experiences that celebrate big ideas and explore some of the world's inexplicable questions from a child's point of view.

POSITION SUMMARY

As a member of the team at Patch Theatre, the Finance Officer works closely with the General Manager to deliver the financial management of the company and the required reporting to Board, funding and other related bodies. This includes but is not limited to, payroll, reconciliations, accounts payable & receivable, monitoring of cash flow, assisting in the monitoring of organisational and project budgets and production of all financial reports.

JOB SPECIFICATION:

General

- Working with the General Manager in the monitoring of the annual budget, manage cash flow, and contribute to the Finance Sub Committee meetings where required.
- Assist with preparing financial reports for funding requirements as well as ensure grant acquittal reporting is provided in a timely and accurate manner.
- Identify, provide advice and recommendations on cost efficiencies, process improvement opportunities and financial procedures and practices.
- Ensure income and expenditure is coded correctly to budget lines
- Ensure data input is entered accurately into MYOB
- Maintain records and keep copies of documentation as appropriate
- Ensure documentation and record-keeping is filed as appropriate
- Ensure bookkeeping tasks are completed according to current best practice standard
- Be proactive in staying up-to-date and compliant with relevant guidelines and legislation
- EOFY Payroll (June) refer MYOB instructions/procedures
- Year End (December) refer MYOB instruction/procedures
- Prepare finances for annual audit and work with auditors as necessary
- Produce reports as requested by Management
- Additional finance-related tasks as requested

Weekly bookkeeping tasks:

- Receive timesheets, process payroll and issue payslips for project and weekly staff (core Patch staff processed fortnightly)
- Process creditor transactions and staff reimbursements
- Receipt, code and input income received
- Raise and issue company debtor invoices
- Download and check company bank statements
- Update and input EFT and BPAY payments
- Process invoices in MYOB to co-relate with Patch ticketing system (office use only)



- Process money transfers from Cheque to Access Express bank accounts
- Ensure MYOB data entry is up to date and accurate
- Produce transaction report of all transactions for sign off by Management
- Process office and other petty cash transactions (e.g. theatre/production), as provided

Monthly bookkeeping tasks

- Ensure monthly reconciliations are completed on general ledger accounting including the accuracy of bank reconciliations and coding of financial transactions to appropriate accounts.
- Ensure MYOB data entry is up to date and accurate
- Make Return to Work SA payments
- Make Superannuation scheme payments to ATO Small Business Superannuation Clearing House, and maintain this portal accordingly
- Reconcile PAYG to general ledger and payroll and make payment to ATO
- Process credit card transactions and reconcile credit card statements to account and general ledger
- Undertake end of month check of all transactions for accuracy
- Print end of month financial reports for Management
- Request artists' management companies to invoice Patch for fees withheld from artists' pay, and clear these Balance Sheet accounts appropriately
- Transfers donations received into public account, as received

Quarterly bookkeeping tasks

- Reconcile GST and PAYG to general ledger and complete BAS for ATO
- Copy capital expenditure creditor invoices for depreciation/asset register folder

PERSON SPECIFICATION:

Personal attributes / skills

- Proven ability to communicate clearly, concisely and effectively, both verbally and in writing
- Strong working knowledge of MYOB and bookkeeping practices
- Comprehensive payroll experience
- Ability to work under limited supervision
- High level of accuracy, accountability and responsibility
- Good organisation and time management skills
- Strong computer skills, particularly excel, word, email and producing reports
- Ability to problem-solve
- Good sense of humour

Desirable Knowledge & Experience

- An understanding of the arts business sector and not-for-profit organisations
- A working knowledge of WHS requirements
- A working knowledge of small business financial practices
- Experience in customer/client service

WORKING ARRANGEMENT:

- Up to 2 days per week to be negotiated

SPECIAL CONDITIONS:

- Additional hours may be required on occasion, e.g. end of year financials and audit time
- Additional hours will be paid at the nominated casual hourly rate