



# **Head of Finance & Operations** **Information Pack**

## **Overview**

**Job Profile:** The Head of Finance & Operations is a full time position working closely with the Executive Director and is responsible for managing and leading all finance, IT, and facility management for Belvoir and Belvoir St Theatre Ltd.

The Head of Finance and Operations is responsible for ensuring the financial objectives of the Company are met and reported on with accuracy and timeliness. They are also responsible for ensuring the Company's operational objectives and obligations with respects to Front of House, IT and Building Operations are met.

**Salary:** An appropriate remuneration package will be negotiated with the successful applicant

**Reporting to:** Executive Director

**Deadline:** **COB Monday 19 January 2015**

**Applications must:** Address the Person Specification  
Include a resume  
Include the names and daytime contacts of two referees

**Email to:** Maeve O'Donnell, Administration Coordinator  
[maeve@belvoir.com.au](mailto:maeve@belvoir.com.au)

## **DUTY STATEMENT**

### **Financial Management**

- Responsible for the overall financial management of both Belvoir and Belvoir St Theatre Ltd, with a focus on actively maintaining a well partnered and dynamic relationship with the senior leadership team and the Finance Committee of the Board.
- Responsible for developing and maintaining accounting systems and processes that ensure the timely and accurate delivery of all Belvoir and Belvoir St Theatre Ltd financial reports.
- Responsible for the preparation of annual company and project budgets in consultation with the Executive Director and relevant team members.
- Responsible for the delivery and presentation of monthly Belvoir and Belvoir St Theatre's financial reports to the Board including profit and loss statements, balance sheets, cashflow statements and a comprehensive suite of forecasting reports.
- Responsible for managing the annual company audits for Belvoir and Belvoir St Theatre Ltd in partnership with the appointed external Auditors.
- Assist the Executive Director in the formulation and implementation of business systems in accordance with the organisation's strategic and business plans.
- Responsible for cost control throughout the organisation in conjunction with the Executive Director.
- Responsible the management of the company's investments, including analysis and recommendations for improved company performance.
- Responsible for the leadership of the Finance team, encompassing the Company Accountant and Accounts Administrator.
- Assist the Executive Director with other financial and administrative tasks that may arise from day to day.

### **Funding, Sponsorship and Commercial Responsibilities**

- Liaise with funding bodies as required; including the preparation of funding applications and acquittals, and the provision of information, data and figures as required.
- Identify and secure income generating programs and commercial opportunities to support the artistic program of work including but not limited to short and long term venue hire, maximisation of bar income and identifying and pursuing opportunities to generate income through service provision to appropriate organisations.
- Assist the Sponsorship & Education Departments to identify key areas for development and fundraising, including the preparation of funding applications& acquittals, and provision of information, data and figures as required.
- Manage current tenancies ensuring a positive working relationship is maintained at all times, and negotiate new tenancy agreements as and when required.
- Manage venue hire enquiries and contracting, liaising with all relevant personnel to ensure venue hire is completed successfully.

## **Legal and Corporate Responsibilities**

- In collaboration with the Executive Director, provide the Boards of Belvoir and Belvoir St Theatre Ltd with all relevant information, suggestions and recommendations in order to support decision making.
- Ensure all legal responsibilities are met (including but not limited to, GST, PAYG, other taxes, insurance, and financial & charitable reporting).
- Ensure both companies' insurances provide sufficient cover for the operation and are current at all times.
- Manage the processing of Workcover claims and payments and ensure processes around claims are comprehensive and adhere to relevant company obligations in this regard.
- Ensure both companies' risks are well managed, overseeing the facilitation and renewal of risk assessment and WHS procedures and policies.
- In collaboration with the Artistic Administrator and Executive Director, oversee the HR functions for the company.
- Be an active member of the WHS committee and drive the development and adherence of WHS procedures across the organisation.

## **Facilities & Asset Management**

- Oversee management of and maintenance for both buildings owned by Belvoir St Theatre Ltd: Belvoir St Theatre and the Warehouse.
- Ensure all legal responsibilities are met including filing of notices, licence renewals, annual fire safety statements and ensuring compliance with all statutory conditions.
- Management of long term external venue leases.

## **IT Management**

- Oversee the management, maintenance and development of all IT systems – hardware and software.
- Ensure the technology needs of the company are adequately scoped, ranked and road-mapped including the technological requirements of company projects.
- Liaise with external suppliers and consultants to ensure all IT systems function to the best of their ability.
- Identify areas for improvement in the IT infrastructure of the company.
- Responsible for line management of the IT and Operations Manager.

## REPORTING/WORKING RELATIONSHIPS

The Head of Finance & Operations reports to the Executive Director, forms part of the Finance & Audit Committee on the Belvoir Board of Directors and works closely with all other department heads.

The Front of House Manager, IT and Operations Manager, Company Accountant and Accounts Administrator report to the Head of Finance & Operations. Outside contractors under the management of the Head of Finance & Operations include the company's IT providers, insurance brokers, WHS contractors, workers compensation insurers and external auditors.

The Head of Finance and Operations is expected to maintain a close business partnering relationship with the senior management team and key budget holders to ensure they are privy to the most current information about the company that may/may not result in a financial impact.

## Person Specification

### Aptitudes/Abilities/Skills

- Proven business acumen and ability to forecast financial outcomes
- Proven ability to work effectively as a leader and member of a team
- Proven high standard of attention to detail and 'follow through'
- Proven ability to plan and prioritise an often heavy workload

### Experience

- High Level Financial/Accounting experience, preferably in an arts organisation or other not-for-profit company
- Experience in the management of IT systems, computer hardware and software, including MYOB and high level experience in Excel
- Experience in formulating and monitoring budgets
- Experience in team leadership and the proven ability to work collaboratively with a diverse range of people
- Experience in working in a changing and dynamic environment

### Knowledge

- Knowledge of accepted accounting principles
- Knowledge of company and employer statutory obligations, including WHS
- Knowledge of Windows based computer networks and networked applications
- Knowledge of front of house or hospitality practices
- Knowledge of process improvement and project management
- Knowledge of venue management
- An interest in and sensitivity to actors, artists and the creative process.

## Company History

When the Nimrod Theatre building in Belvoir Street, Surry Hills, was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professionals – formed a syndicate to buy the building and save this unique performance space in inner-city Sydney.

Thirty years later, this space, known as Belvoir St Theatre, continues to be the home of one of Australia's most celebrated theatre companies – Belvoir. Under Artistic Director Ralph Myers and Executive Director Brenna Hobson, Belvoir engages Australia's most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as

performing at home, Belvoir regularly takes to the road, touring to major arts centres and festivals both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Geoffrey Rush, Cate Blanchett, Toby Schmitz, Robyn Nevin, Deb Mailman and Richard Roxburgh; writers such as Tommy Murphy, Rita Kalnejais, Lally Katz and Kate Mulvany; directors including Simon Stone, Anne-Louise Sarks, Benedict Andrews, Wesley Enoch, Rachael Maza and former Belvoir Artistic Director Neil Armfield.

Belvoir's position as one of Australia's most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Wild Duck*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *The Book of Everything*, *Cloudstreet*, *Measure for Measure*, *Keating!*, *Parramatta Girls*, *Exit the King*, *The Alchemist*, *Hamlet*, *Waiting for Godot*, *The Sapphires*, *Who's Afraid of Virginia Woolf?*, *Stuff Happens* and *Medea*.

Belvoir receives government support for its activities from the Federal Government through the Major Performing Arts Board of the Australia Council and the State Government through Arts NSW.