

# BELVOIR



## Head of Finance & Operations Information Pack

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Eryn Jean Norvill, Fayssal Bazzi, Mitchell Butel, Greg Stone, Zahra Newman and Robert Menzies. Photo: Lisa Tomasetti

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COMPANY B LIMITED  
ACN 002 866 828  
ABN 97 002 866 828

## 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, box office, front of house operations, IT, and facilities and asset management for Belvoir and Belvoir St Theatre Ltd.
- This includes implementing and maintaining key financial, legal and corporate operations of the two companies, in addition to overseeing the IT, asset management and venue hire, which support the artistic and business objectives of both companies.
- Hours:** Full-time (40 hours per week)
- Salary:** Commensurate with experience
- Package:** 10% Employer contribution to superannuation  
20 days annual leave per annum accrued pro rata, with 17.5% leave loading payable in addition after twelve months  
10 days sick leave per annum pro rata
- Contract:** 3 months trial period, then ongoing
- Reporting to:** Executive Director
- Starting:** ASAP
- Applications must:** Address the selection criteria  
Include a resume  
Include the names and daytime contacts of two referees
- Forward to:** Jess Vincent, Office Manager  
18 Belvoir St, Surry Hills, NSW 2010  
Or [reception@belvoir.com.au](mailto:reception@belvoir.com.au)  
**by COB 16 February 2018**



Luke Mullins and Paula Arundell. Photo: Heidrun Lohr

# DUTY STATEMENT

## Financial Management

- Responsible for the overall financial management of both Belvoir and Belvoir St Theatre Ltd, including maintaining a collaborative and dynamic relationship with the Finance Committee of the Board and internal department managers.
- Responsible for maintaining accounting systems that ensure the timely and accurate reporting of the financial performance of Belvoir and Belvoir St Theatre Ltd in accordance with accepted accounting principles.
- Responsible for preparation of annual and project budgets in consultation with the Executive Director and relevant staff members.
- Responsible for overseeing the annual audits for Belvoir and Belvoir St Theatre Ltd in collaboration with the Auditors and Financial Administrator.
- Responsible for the monthly compilation of Belvoir and Belvoir St Theatre's financial reports to the Board including profit and loss statements (with analysis of budgets, actual figures, variances and revised estimates), balance sheets and cashflow statements.
- 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 for the management of the company's investments, including analysis and suggestions for improved company performance.
- Responsible for line management of the Financial Administrator and Payroll Officer.
- 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.
- Assist the Development and Education Departments to identify key areas for development and fundraising, including the preparation of funding applications and 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 hires are 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 and charitable reporting).
- Ensure both companies' insurances are adequate and current at all times.
- Administer the processing of Workcover claims and payments and act as the company's Return to Work Coordinator.
- Ensure both companies' risks are well managed, overseeing the facilitation and renewal of risk assessment and WHS procedures and policies.
- In collaboration with the Executive Director, oversee the HR functions for the company.

#### **IT Management**

- Oversee management, maintenance and development of all IT systems – hardware and software.
- 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.

#### **Facilities & Asset Management**

- Oversee management of and maintenance for both buildings owned by Belvoir St Theatre Ltd: Belvoir St Theatre and the Administration building.
- Ensure all legal responsibilities are met including filing of notices, licence renewals and ensuring compliance with all statutory conditions.
- Management of long term external venue leases.
- Ensure WHS procedures are developed, maintained and adhered to.

## **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 Financial Administrator and Payroll Officer 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 auditors.

# 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
- Registered Certified Public Accountant or Chartered Accountant

## 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 staff management, including rostering and working with a wide 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 venue management
- An interest in and sensitivity to actors, artists and the creative process.

# Employee Entitlements and Employment Conditions

## Hours of Work

Weekly hours of work are 40 per week, generally from 9.30am to 6pm. From time to time the spread of hours may vary to suit the nature of the work undertaken. The Head of Finance & Operations is a salaried position and as such no overtime is payable.

## Superannuation

Superannuation is paid to all full-time and permanent part time employees, presently 10% of gross weekly wage.

## Annual Leave

Full-time and Part-time employees are entitled to 20 days annual leave per year, pro rata. Leave loading of 17.5% is paid on annual leave taken after twelve months service in accordance with appropriate legislation.

## Sick/Personal Leave

Full-time and Part-time employees are entitled to up to 10 days sick/personal leave per year pro rata. Sick leave is not paid out on termination.

## Company Information

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.

More than thirty years later, under Artistic Director Eamon Flack and Executive Director Sue Donnelly, 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 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 Cate Blanchett, Jacqui McKenzie, 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 Sarkis, 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 Drover’s Wife*, *The Glass Menagerie*, *Angels in America*, *The Wild Duck*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Parramatta Girls*, *The Alchemist*, *Hamlet*, *Waiting for Godot*, *The Sapphires*, *Who’s Afraid of Virginia Woolf?*, *Stuff Happens*, *Medea*, *The Rover*, *Faith Healer* and many, many more.

Belvoir receives government support for its activities from the Federal Government through the Australia Council and the state government through Create NSW.



Miranda Tapsell. Photo: Brett Boardman