

BELVOIR



COMPANY ACCOUNTANT Information Pack

JUNE 2019



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

Overview

- Job Profile:** The Company Accountant is a member of the Finance & Operations department of Belvoir. The role includes (but not limited to) the management of the month end process, the analysis of results to budget, the reconciliation of major accounts and the overseeing of payments and receipts. The Company Accountant reports to the Head of Finance and Operations.
- Hours:** 16 – 24 hours per week. Company hours are 9:30am – 6pm but flexible work hours will be considered.
- 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:** 6 months trial period, then ongoing
- Reporting to:** Head of Finance and Operations
- Deadline:** C.O.B. Friday 28 June 2019
- Starting:** ASAP
- Applications must:** Address the selection criteria
Include a resume
Include the names and daytime contacts of two referees
- Forward to:** Vyvyan Nickels, Office Manager
18 Belvoir St, Surry Hills, NSW 2010
Or reception@belvoir.com.au



Luke Mullins and Paula Arundell in *Angels in America*, 2013. Photo: Heidrun Löhner

JOB TITLE

DUTY STATEMENT

- The accurate and timely completion of all month end accounting entries and reconciliations for all Belvoir companies;
- The reconciliation and monitoring of departmental expenditure to budget and the highlighting of any anomalies to the Head of Finance and Operations;
- The effective monitoring of cash flow for the organisation including assisting the Head of Finance and Operations with the strategic cash management of the company;
- The calculation and payment of royalties to right holders in Australia and overseas;
- The preparation and submission of BAS and FBT returns in an accurate and timely manner;
- Assistance with the annual audit process;
- Assistance with the annual budget process;
- Assistance with the administration of Work, Health and Safety processes for the company;
- Effective management of accounting systems ensuring controls and accuracy are in place;
- Guidance of other support team members when required;
- Assisting the Head of Finance and Operations with ad hoc projects and duties.

TECHNICAL OR EXPERT KNOWLEDGE

(Candidates should address the following points, including the Aptitudes/ Skills, as part of their application)

- Part Qualified/Full Qualified CPA/CA accounting qualification
- Financial experience in the arts or other not-for-profit sector
- Experience in the use of Microsoft Office suite of products and Quickbooks
- Knowledge of accounting principles and employment taxes
- Experience in monitoring budgets

APTITUDES/SKILLS

- Proven business and accounting acumen
- Proven skills in attention to detail and 'follow through'
- Excellent communications skills
- A collaborative, can-do work ethic and a flexible approach
- The ability to show initiative and solve problems
- The ability to work under pressure and prioritise work

REPORTING/WORKING RELATIONSHIPS

The Company Accountant reports to the Head of Finance & Operations and through them to the Executive Director. The Company Accountant is also expected to work collaboratively with all members of staff – particularly Heads of Departments and line Managers.

Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professional - formed a syndicate to buy the building and save the theatre. Thirty five years later, Belvoir St Theatre continues to be home to one of Australia’s most celebrated theatre companies.

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 Leah Purcell, Cate Blanchett, Jacqui McKenzie, Wayne Blair, Toby Schmitz, Robyn Nevin, Deb Mailman and Richard Roxburgh; writers such as Tommy Murphy, Rita Kalnejais, Lally Katz, Matthew Whittet and Kate Mulvany; directors including Eamon Flack, Anne-Louise Sarks, Simon Stone, Benedict Andrews, Wesley Enoch, Rachael Maza and former 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 Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who’s Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell- out season and is also part of the Adelaide Festival.

Belvoir is one of the 28 Major Performing Arts companies and receives both state and federal funding which amounts to around 19% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Sue Donnelly.

More information, including annual reports and seasons, can be found at: www.belvoir.com.au



Xavier Samuel and Andrea Demetriades in *The Dog / The Cat*. Photo: Brett Boardman.