

**HEAD OF FINANCE AND OPERATIONS
Information Pack**

JULY 2021



Vaishnavi Suryaprakash, Jay Emmanuel and the cast, *Counting and Cracking*, 2019 Photo: Brett Boardman.

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, HR, payroll, 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, and asset management, which support the artistic and business objectives of both companies.

Hours of work:

Full-time (40 hours per week)

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:

Ongoing with 6-month probation period

Salary:

Commensurate with experience

Starting:

ASAP ideally by end of August 2021.

Application:

Address the selection criteria
Include a resume
Include the names and daytime contacts of two referees

Forward to:

Vyvyvan Nickels, Officer Manager
reception@belvoir.com.au

Questions- contact:

Applicants are encouraged to talk to the HR manager Jennifer McCleary prior to submitting an application. She can be contacted via phone on 02 8396 66256 or by email at jenniferm@belvoir.com.au

Deadline:

C.O.B.30 July 2021

Belvoir is an equal opportunities employer. Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are encouraged to apply.



Kate Mulvany in *Every Brilliant Thing*, 2019. Photo: Brett Boardman

HEAD OF FINANCE AND OPERATIONS

Job Description

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 the Deputy Executive Director / Senior Producer and all other department heads.

Direct reports to the Head of Finance & Operations are the Company Accountant, Financial Administrator, CRM & Insights Manager, HR Manager and Payroll Officer. The Office Manager/EA to Executive also works closely with the Head of Finance & Operations on matters relating to the physical maintenance of the warehouse where the administration and rehearsal rooms are located. 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.

Duty Statement

Financial Management

- Responsible for the overall financial management of both Belvoir (Company B) and Belvoir St Theatre Ltd (Company A), including maintaining a collaborative and dynamic relationship with the Finance, Audit and Risk Committee of the Belvoir 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, Company Accountant 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.
- Responsible for the management of the company's investments, including analysis and suggestions for improved company performance and assisting 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.

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.
- Provide support for 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.

Legal Responsibilities and Operations Management

- Lead and develop the Finance and Operations team.
- 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, both companies' insurances are adequate and current at all times and monitoring filing of notices, license renewals, ensuring compliance with all statutory conditions).
- Oversee management of and maintenance for both buildings owned by Belvoir St Theatre Ltd - Belvoir St Theatre and the Warehouse - and management of long term external venue leases such as the Marrickville workshop.
- Ensure both companies' risks are well managed, overseeing the facilitation and renewal of risk assessment and WHS procedures and policies to ensure a safe and inclusive workplace.
- Oversee the management of the human resources function and payroll.
- Administer the processing of workcover claims and payments and oversee return to work activities.
- Oversee management, maintenance and development of all IT systems – hardware and software, including the CRM
- Identify areas for improvement in the IT infrastructure of the company.
- Assist the Executive Director with other financial and administrative tasks that may arise from day to day.

Selection Criteria

- High level financial/accounting experience, preferably in an arts organisation or other not-for-profit company
- Proven business acumen and ability to forecast financial outcomes and knowledge of accepted accounting principles
- Experience in formulating and monitoring budgets
- Proven high level leadership skills, ability to collaborate in teams and build effective stakeholder relationships, including Boards
- Experience in the management of IT systems, computer hardware and software, including Quickbooks and high level experience in Excel
- Experience in managing payroll function
- Knowledge of company and employer statutory obligations, including WHS
- Understanding of the human resources function
- Proven ability to plan and prioritise an often heavy workload and a high standard of attention to detail and 'follow through'
- Experience in working in a changing and dynamic environment
- Experience in leading and developing a team
- Knowledge of Windows based computer networks and networked applications
- Registered Certified Public Accountant or Chartered Accountant
- An interest in and sensitivity to actors, artists and the creative process.

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 Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarkis, Simon Stone 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 was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work.

Belvoir is part of the Australia Council's National Performing Arts Partnership Framework and as such is seen as a leader in its field. We receive funding from both the Australia Council and Create NSW which amounts to around 17-18% 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



Miranda Daughtry and Helen Thompson in *Things I know to be True*, 2019. Photo: Heidrun Löhr