

BELVOIR



**COMPANY ACCOUNTANT
Information Pack**

MARCH 2022



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

Overview

- Hours of work:** Full-time 38 hours per week. Office hours are 9:30am – 6pm.
- Package:** 10% employer contribution to superannuation
20 days annual leave per annum accrued pro rata
10 days personal leave per annum pro rata
Complimentary tickets to Belvoir shows
- Contract:** Ongoing
6-month probation period
- Salary:** Commensurate with experience.
- Starting:** ASAP
- Application:** Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) *addressing the selection criteria*.
- Applicants are encouraged to contact the Jennifer McCleary HR Manager, to discuss the role.
- Forward to:** Vyvan Nickels, Officer Manager reception@belvoir.com.au
Enquiries can be sent to Jennifer McCleary, HR Manager, at jenniferm@belvoir.com.au
- Deadline:** C.O.B. Monday 28th March



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

COMPANY ACCOUNTANT

Job Description

Reporting to Head of Finance & Operations and through them to the Executive Director, 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 is also expected to work collaboratively with all members of staff – particularly Heads of Departments and line Managers

Responsibilities:

- 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 review of suppliers' payments and payroll payments on a weekly basis;
- 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 returns in an accurate and timely manner;
- Assistance with the annual audit process;
- Assistance with the annual budget process;
- 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.

Selection Criteria:

- Fully 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, Quickbooks and KeyPay or similar software
- Solid knowledge of accounting principles and employment taxes
- Proven experience in preparation of month end reconciliations and month end process
- High level understanding of financial statement preparation and assisting in Year End audit
- High level understanding of assisting in Budget preparation
- Attention to detail and 'follow through'
- The ability to show initiative and solve problems, work under pressure and prioritise work
- Excellent communications skills
- A collaborative, can-do work ethic and a flexible approach

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 Sarks, 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. wOther 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 Löhner