

POSITION:	Finance Officer
LOCATION:	The Mill Adelaide
TERM:	Part-time
START DATE:	Week 25 September 2023
REPORTS TO:	The CEO/Artistic Director
SALARY:	Range \$14,560.00 - \$15,808.00 Per Annum (Pro Rata), Plus 12.7% on costs (Super & Return to Work SA) Hourly rate range = \$35 - \$38 p/h
NUMBER OF HOURS:	.2FTE (8 Hours p/w)

ORGANISATIONAL CONTEXT

The Mill is unique in South Australia providing a diverse program for the visual and performing arts, adjacent to its vibrant community of resident artists. It is a multi-artform creative incubator that programs and supports collaborative practice through developing new work and assisting to facilitate sustainable career pathways for artists. The Mill's program focuses on a junction between visual art, movement, dance and theatre, with a strong curatorial focus on interdisciplinary projects and site-specific, publicly-engaged practices and audience focused creative direction.

The Mill has a fundamental role to play in ensuring the importance of the contemporary arts in Adelaide, through the on-going development, delivery and promotion of programs in the visual arts and performing arts sector. The Mill is an arts led and audience aware organisation that aims to increase its engagement with artists and attract new audiences to art and creative enterprise. The Mill is focused on valuing arts and artistic endeavours.

1. POSITION SUMMARY

The Finance Officer is a key member of the Mill team. The Finance Officer's role is accountable to the CEO/Artistic Director, General Manager and The Mill Board, for delivery of financial management and reporting.

This role works in close collaboration with the CEO/Artistic Director, General Manager and The Mill accountants. Key responsibilities for the Finance Officer is to manage; payroll, accounts receivable, reconciliation of accounts, ATO payments, ROCO reporting, financial board reports and updates of organisational budgets through Xero.

2. ORGANISATIONAL RELATIONSHIP

Reports to: CEO/Artistic Director

Supervises: Not Applicable

Internal Liaisons: CEO/Artistic Director, General Manager, Visual Arts Curator, Marketing and Communications Manager and Venue & Events Manager

External Liaisons: Bentleys Accountants, Mill Residents/Tenants, Outside Hirers, Donors,

KEY RESPONSIBILITIES

3. FINANCIAL AND BUSINESS MANAGEMENT

- 3.1. Have an understanding of all organisational and program financial budgets and deliverables in consultation with the CEO/Artistic Director and General Manager.
- 3.2. In consultation with the General Manager, manage budgets and enter annual budgets and updates through Xero.
- 3.3. Reconcile accounts through Xero.
- 3.4. Generate financial reports through Xero.
- 3.5. In consultation with CEO/Artistic Director, be responsible for managing payroll through Xero.
- 3.6. Make payments of all invoices through The Mill bank account.
- 3.7. Assist with managing accounts receivable.
- 3.8. Manage ATO payments
- 3.9. Complete ROCO reports
- 3.10. Manager RTWSA reconciliations
- 3.11. Manage superannuation payments, paid through the Xero Super function.
- 3.12. Manage BAS statements

4. REGULATIONS AND RESPONSIBILITIES

- 4.1. Attend finance meetings with CEO/Artistic Director, General Manager and Bentleys accountants when required.
- 4.2. In consultation with the General Manager, manage and abide by OHS requirements when working in The Mill when required.
- 4.3. Abide by the organisation's risk management strategies including: Workplace Health and Safety compliance, fire compliancy, evacuation plans, disability access plans, environmental sustainability policies, when required.
- 4.4. Abide by and work to the organisation's key policies, performance indicators when required.

5. CORPORATE GOVERNANCE

- 5.1. Prepare estimates and other financial reports for board meetings and funding bodies as required.
- 5.2. Attend the annual AGM, and when required contribute to discussions and Board level financial reporting, to provide relevant information, suggestions and recommendations in order to support effective decision making.

SELECTION CRITERIA

- Preferred experience in working in finance for arts organisations, galleries, festivals and/or a related industry.
- Demonstrated STRONG experience working with Xero.
- Ability to communicate knowledge of finance management and use of Xero.
- Demonstrated STRONG experience in managing payroll in Xero.
- Demonstrated experience with ROCO reporting and managing donations.
- Demonstrated experience with BAS reporting.
- Demonstrated experience with RTWSA reporting.
- Demonstrated experience in working within defined budgets.
- Demonstrated ability to manage time, complex tasks and competing deadlines concurrently.
- Good oral and written communication skills.
- High level of computer literacy, particularly in Google Workspace (Microsoft Word and Excel).
- Experience with communication/project management programs such as SLACK and Monday.com
- Excellent organisational skills.
- Ability to work in The Mill office for a minimum of 4 hours per/week - ideally working 2 x 4 hour shifts Mondays and Fridays.

PERSONAL ATTRIBUTES

- A positive and enthusiastic attitude with a commitment to serving the arts.
- High level of finance management skills.
- Ability to work effectively as a team player as well as independently.
- High level of attention to detail.
- Self reliant and self motivated.
- Patient, amiable and good humoured.