



**AUSTRALIAN
STRING
QUARTET**

Job and Person Specification

Position: Finance Manager

Reports to: Chief Executive, General Manager

Direct Reports: Bookkeeper (External Contractor, 0.4FTE)

Term: Full-time, 12-month contract position

Salary: To be negotiated

Australian String Quartet

The ASQ is Australia's national string quartet. We exist to create chemistry through string quartet music, and to amplify this intimacy across Australia and beyond. Our vision to be a string quartet for all Australians pushes us towards inclusive ways of working. From intimate gigs and cross-artform collaborations to our growing On Demand digital library, we attract people from all walks of life to string quartet music, making exceptional music experiences more accessible to all. Our team comprises a dynamic high-performance string quartet that is enabled by a lean and agile management team and governed by an experienced and enthusiastic national Board.

Position Summary

Responsible for all financial operations, including risk management and administration, the Finance Manager will provide timely advice and contribute to the sound financial management of the organisation. This includes effective and efficient operations of the finance function, accurate and compliant reporting and the ongoing development and monitoring of control systems. The Finance Manager will work closely with the management team on strategic commercial decisions to consolidate the ASQ's operations for the next era of success. As a vital member of the management team, the Finance Manager will be a highly motivated individual who demonstrates compassion and flexibility. With qualifications in accounting, or a related field, the Finance Manager will offer sound financial management as they operate collaboratively in a team environment achieve our strategic goals.

Key Relationships

The Finance Manager works closely with the General Manager, Bookkeeper, and external accountants, but will need to build effective working relationships with the entire ASQ team.

Selection Criteria

Essential Skills & Experience

- Accounting or relevant degree
- Experience in a similar role
- Experience with accounting software

Desirable Skills & Experience

- Membership of professional accounting body (Institute of Chartered Accountants or CPA Australia) preferred
- Experience in a financial role for a not-for-profit or arts organisation
- Passion for music and the performing arts

Personal Attributes

- Demonstrated ability to build effective relationships with internal and external stakeholders
- Sound planning and organisational skills

Key Responsibilities

Financial Operations

- Oversee the accounting, GST and FBT, and other financial functions
- Manage the full budget management cycle, work collaboratively with leadership team and staff to drive financial planning/budgeting processes
- Reconcile income and expenses (with support from Bookkeeper and key staff)
- Respond to financial enquiries by analysing, summarising, and interpreting data
- Improve and manage financial systems (including software and processes) to meet the organisational needs and compliance with all internal/external financial reporting requirements
- Monitor cash balances and cash forecasts and assess term deposit opportunities to maximise returns
- Oversee transaction processing systems
- Provide high-level budget modelling for five-year strategic planning, with support from the Chief Executive and General Manager
- Prepare and present quarterly financial reports for the Board and Management to enable decision making
- Participate in key decisions as a member of the management team and contribute to the development of new and expanding business opportunities, providing relevant financial advice
- Provide advice and analysis to the management team, which will help improve profitability of the business – both through supporting growth and reviewing and improving cost drivers
- Lead financial modelling for business improvement projects, business development and growth proposals
- Deliver organisational improvement and development with limited and ongoing resources constraints

Financial Reporting

- Manage yearly audit and reporting processes for funding streams, including government grants, corporate partners and philanthropic foundations
- Prepare cash flow statements and control expenditure and cash flow
- Prepare the monthly profit and loss, and balance sheet reports
- Prepare other financial reports as required

Stakeholder Management

- Lead the relationship with external accountants, banking services and any third parties to which accounting or finance functions have been outsourced
- Effectively manage the annual auditing process and the relationship with external auditors

Compliance and Reporting

- Maintain sound accounting practices in all areas of the business, and work with external accounting advisors to ensure compliance obligations and statutory requirements are met
- Review and approve all filings with the ACNC, and other relevant bodies
- Ensure that the organisation complies with legal, regulatory, contract, and grant requirements
- Ensure that record-keeping meets the requirements of auditors, the ACNC and other government agencies

Risk Management

- Implement policies and procedures for the management, control, approval and reporting of financial transactions
- Monitor internal control framework and escalate issues to Chief Executive and Audit and Risk Committee of the Board any financial or enterprise risks so that they can be effectively mitigated or managed
- Ensure adequate insurance covers for risk mitigation

Special Requirements

At times you may be required to work outside of normal business hours to attend ASQ events.

To Apply

Please send a cover letter of no more than two pages and a CV outlining your relevant experience to asq@asq.com.au by Tuesday 11th June 2024.

We welcome applications from people of all backgrounds and identities. If you would like to ask a question about the role you can contact our staff on 08 8313 3748 or via the email address above.

If you require this information in an alternative format, please let us know.