

POSITION DESCRIPTION

Position: Finance Officer

Contract: Full-time – ongoing

Reports to: Head of Finance

Commencement date: ASAP

POSITION PURPOSE

The Finance Officer works under the guidance of the Head of Finance and is responsible for a variety of finance tasks including the reconciliation and processing of all debit and credit card transactions, managing of accounts payable and receivable functions, banking of cash and cheques, credit card reconciliations, finance system administration, management reporting and other general administrative tasks as required. The Finance Officer is an integral member of the Finance team, working collaboratively to support the smooth functioning of Queensland Ballet’s financial transactions, ensuring transparency, accuracy, and efficiency.

REPORTING RELATIONSHIPS

This role reports to the Head of Finance and works closely with other members of the Finance Team.

RESPONSIBILITIES

- Partner with business units and budget managers to support forecasting and budgeting processes and ensure effective and efficient processing.
- Manage accounting functions including monitoring the Accounts emails, and managing accounts payable and receivable.
- Ensure reconciliation of all bank accounts, corporate credit, and debit card accounts.
- Support the Head of Finance with general financial activities including month-end/year-end processes and financial reporting.
- Administer the finance system and third-party portals, including the provision of training to new users across Queensland Ballet.
- Conduct financial analysis and reporting to support decision-making for budget managers and the Senior Leadership Team.
- Other ad hoc accounting duties to support the Finance team, including payroll functions.
- Coordinate and assist auditors during financial audits.

- Assist with implementing internal controls to identify and mitigate financial risks and drive process improvements across finance processes.
- Maintain Confidentiality of all Company financial data.
- Interpret and apply accounting principles, rules, and regulations to ensure compliance with applicable legislation and standards.

SELECTION CRITERIA

1. Minimum 5+ years' relevant hands-on accounting experience.
2. Excellent interpersonal skills in dealing with a variety of key stakeholders, including the ability to handle sensitive, confidential information with a high level of initiative, discretion, and judgement.
3. High level organisational skills combined with a demonstrated ability to multi-task and proven experience in effectively managing competing priorities and deadlines.
4. Competent computer literacy with the ability to navigate different software, database management tools and technologies, including Microsoft Suite, and accounts software such as SAGE.
5. Demonstrated ability to handle business matters collaboratively, courteously, and professionally, always ensuring a customer focus and a proactive approach to all financial tasks.

DESIRABLE ATTRIBUTES:

- An understanding/familiarity with the professional arts industry, dance, and a passion for the creative industries.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with up to 100 performances in Brisbane and tours to regional Queensland.

Thomas Dixon Centre — our headquarters and home to our artists and arts workers. The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer a full range of training and community access programs, including public dance classes.

Queensland Ballet Academy — home to our arts students and teachers. We are committed to providing a pathway for young talent through the Queensland Ballet Academy. Queensland Ballet is dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire.

GENERAL INFORMATION

Annual Leave

Twenty working days per year

Personal/Carer's Leave

Ten working days per year

Probationary Period

Six months from commencement.

Hours of Work

Ordinary office hours are 9.00 am to 5.00 pm, Monday to Friday but the appointee may be required to be available to work after hours and on weekends as required.

Salary

Salary will be negotiated with preferred candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 11%.

APPLICATION PROCESS

Please apply for this role via Seek with your covering letter and current resume. Please note that referees will be sought from candidates following the interview process. Applications close **9:00am, Monday 20 May 2024**. For further information or for a confidential discussion please contact Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country.

To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility, and flexibility, we are committed to supporting you in your career with Queensland Ballet.

Queensland Ballet is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles may require

that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.

This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.