



CHIEF FINANCIAL OFFICER POSITION DESCRIPTION

THE COMPANY

We are Bangarra Dance Theatre.

We are a company of professional Aboriginal and Torres Strait Islander performers.

We are storytellers. We are fire makers.

As one of Australia's leading performing arts companies, we share our culture with Communities and audiences across Australia and the world.

We are for the hundreds of First Nations Communities across Australia — and for anyone who wants to be a part of our story.

THE FINANCE AND OPERATIONS TEAM

Bangarra Dance Theatre's Finance & Operations team manages Bangarra's finances, compliance requirements, asset management and IT.

THE ROLE

The Chief Financial Officer reports directly to the Executive Director and collaborates closely with company's leadership team. The role is responsible for the administrative, financial and risk management operations of Bangarra.

This role has two direct reports, the Finance and Operations Manager and the Human Resources Manager as well as responsibility for the outsourcing relationships with the company bookkeepers, payroll processors and IT support providers.

The position will also take on Company Secretarial duties and will be responsible for the execution of key elements within Bangarra's corporate governance framework.

FINANCE KEY AREAS OF RESPONSIBILITY

- Provide sound financial support and insights to assist the Executive Director, advising and implementing best practice methods to manage expenditure
- Deliver monthly accounts and quarterly updated forecasts for review by the Executive
- Drive the annual budgeting process and rigorously review and challenge assumptions
- Provide financial support for the application and acquittal of funding requests
- Deliver on additional financial reporting requirements for the company including creating three year strategic financial plans and producing statutory financial statements



- Manage and oversee the cash flow of the company, ensuring that appropriate financial controls are in place and being adhered to by employees
- Manage the company's external auditor relationship for the timely and accurate preparation of annual financial reports maintaining compliance with accounting standards
- Oversee the accurate and secure management of banking arrangements and financial systems
- Lead the efficient and timely delivery of Accounts Payable, Accounts Receivable, BAS and Payroll functions
- Lead the development and communication of cohesive finance policies and guidelines to clearly define responsibilities, processes, delegations and decision-making powers
- Communicate and present financial results to the Audit, Finance and Risk Committee, the Board, leadership and employees in a clear and articulate manner ensuring audiences with a non-finance background are able to understand messages being delivered
- Oversee appropriate controls to safeguard the financial assets, including maintaining appropriate insurance policies, for all aspects of the organisation and 'best value' purchasing arrangements
- Other duties consistent with the position where required and/or requested by the Executive Director from time to time.

OPERATIONS KEY AREAS OF RESPONSIBILITY

- Manage relationships, contracts, compliance and interface issues with external providers encouraging 'best value' purchasing arrangements
- Provide oversight to the IT support function and ensure company goals are met by efficient and cost effective IT hard and software
- Management of commercial hire of the Wharf's venues and facilities
- Ensure appropriate internal control frameworks, supported by relevant financial and risk management practices
- Coach, mentor and develop direct reports facilitating a high performance culture

COMPANY SECRETARY KEY AREAS OF RESPONSIBILITY

- Understand and ensure the company complies with its statutory obligations, including requirements of ASIC, ACNC and other regulators
- Manage staff and Board adherence with the Company's Constitution
- Understand and recommend compliance with Essential Governance Practices for Arts Organisations
- Ensure that business at board and committee meetings is accurately captured in the minutes
- Organise and facilitate the induction of directors



SKILLS AND EXPERIENCE

- Tertiary qualifications in Finance/Accounting and Chartered Accountant (CA) or Certified Professional Accountant (CPA) membership
- Highly developed operational financial management skills with advanced commercial acumen
- Advanced technical and reporting skills with extensive experience utilising financial reporting tools
- Proven leadership capability and capability to build effective relationships with other senior colleagues
- Awareness of Aboriginal and Torres Strait Islander cultural and social issues with the intention to maintain the integrity of Bangarra's cultural identity
- Highly developed verbal and written communication skills including the ability to effectively communicate financial messages to a diverse audience
- Excellent organisation, time management and problem solving skills
- Proficient with Microsoft Office and highly advanced in Excel