

sculpture by the sea

Position Description

Finance Manager

Position Title: Finance Manager
Reports to: Company Manager
Direct Reports: Exhibition Accounts Manager
Status: Part-time
Location: Sydney, NSW

About Sculpture by the Sea

Sculpture by the Sea is a not-for-profit organisation that produces an annual series of free to the public major outdoor sculpture exhibitions. The Sydney exhibition is held on the Bondi to Tamarama coastal walk for 18 days in late October to mid-November, and the Perth exhibition takes place at Cottesloe Beach for 18 days each March. In addition to the Sydney and Perth exhibitions, there is now the newly established and permanent Snowy Valleys Sculpture Trail ('SVST') located in the Snowy Valleys in southern New South Wales.

Position Summary

The Finance Manager position at Sculpture by the Sea Incorporated (SXSINC) reports to the Company Manager and is responsible for the financial and administrative management of the business.

The Finance Manager forms part of the three member Executive Management Team, comprised of the Founding CEO and Artistic Director, and the Company Manager.

Core to this role is preparing exhibition and annual budgets and plans, maintenance of accurate accounting records and other relevant information to allow the Executive Team to make informed business decisions and thereby deliver on the organisation's business plan. In this role you will prepare and report to the Board on the financial position of the organisation at each Board meeting.

The position is:

- To provide financial services in accordance with legislative requirements and SXSINC Board approved policies, programs and procedures
- To assist in preparing Government grant proposals and acquittals

- To manage the process of accounting to the exhibiting artists for funds held on their behalf from sculpture sales and other sources
- Responsibility for developing systems and procedures across the organisation for contracts and accounts
- Responsibility for managing the finance team
- Managing an often tight cash flow

The position also manages, reviews and authorises the work that is processed and prepared by the Exhibition Accounts Manager who works full time, which includes:

- Management of the payroll of SXSINC including casual contracts, employee onboarding, annual leave, sick leave, superannuation and ATO STP reporting. This includes the processing of fortnightly and weekly payroll and accurate payroll liabilities such as Superannuation and PAYG, and Single Touch Payroll lodgements
- Preparation of year end payroll reconciliations and preparation of Single Touch Payroll EOFY finalisation
- Timely, accurate processing of all payables, verifying appropriate authorisation, account and job coding and GST status, with clear descriptive narrative entered in MYOB
- Timely accurate invoice preparation, verifying account and job coding, GST status and payment terms. Timely application of receipts
- Processing and reconciliation of credit card transaction feeds and statements, verifying receipts, authorisation, account and job coding and GST status
- Weekly reconciliation and reporting on AP and AR balances in each database
- Weekly review of bank balances to ensure all bank transactions are entered in MYOB, with monthly reconciliations saved to PDF and filed with PDF bank statements
- Assisting the Finance Manager in accounting for and paying exhibiting artists the funds held on their behalf from sales and other sources within 12 weeks of exhibition end date
- Monthly BAS preparation, annual FBT return and deferred GST on import reconciliations
- Preparation of the information requirements of the auditors and initial point of contact for audit queries, plus assistance with preparation of year end reporting and financial statements

It should be noted that the Finance Manager must be able to cover the work of the Exhibition Accounts Manager during periods of leave, carrying out all financial accounting and payroll duties.

Exhibition Periods - *Sculpture by the Sea, Bondi & Sculpture by the Sea, Cottesloe*

During each of the exhibition periods, the Finance Manager together with the Exhibition Accounts Manager take on the added responsibility of managing the onsite collecting activities for merchandise sales and donations. It is expected that the Finance Manager would work full-time during the 18 day exhibition period and longer hours in the lead up to exhibition as required. The position could involve travel to Cottesloe for approximately three weeks in March of each year for *Sculpture by the Sea, Cottesloe* exhibitions. Duties include but are not limited to:

- Set up and training of volunteers on Square Point of Sale iPads and terminals used to sell merchandise and take donations, recording both card and cash payments, which are then verified daily against stock counts at each sale location
- Daily collection of all cash donations from sites around the exhibition
- Daily cash counts, reconciliations, and amalgamation for Express deposit banking
- Liaison with the Sculpture Sales team to ensure fast accurate processing of sculpture sales invoices with full artwork details.

Organisational Environment - Key Working Relationships

This position is a member of the Executive Team and reports to the Company Manager.

Internally this position works with:

- Founding CEO & Artistic Director
- Company Manager
- Exhibition Accounts Manager
- Sculpture Sales Manager
- Site & Logistics Manager
- Exhibition Production
- Education Managers
- Sponsorship Manager
- Philanthropy Manager
- WA Stakeholder Manager
- Marketing Manager

Externally the key working relationships for this position are with:

- The Board
- ATO, Financial Institutions, Insurance Institutions
- External Auditors and Advisors
- Suppliers

Principal Responsibilities

Major Accountabilities	Performance Criteria
Provide a high level of advice to Company Manager, Founding CEO & Artistic Director, and management on accounting issues.	Advice is accurate and timely
Ensure all year end procedures, including adjusting journals and general ledger reconciliations are undertaken accurately and on time.	Procedures undertaken accurately and on time
Maintain records of operating performance for	Variances identified and reported accurately

comparison with budgets and forecasts and monitor actual results against budgets both by exhibition and for the overall entity.	and promptly
Monitor continual compliance with monthly, quarterly and annual requirements. Eg. BAS, PAYG Superannuation, Audit, ACNC, Grant Reporting and Acquittals.	Compliance
Administer the preparation and prompt dispatch of invoices and statements to ensure the prompt collection, banking and reconciliation of funds.	Monies received promptly
Administer accounts payable in accordance with the budget and contracts with suppliers.	Accuracy and timely, taking into account our cash flow management
Compile the annual financial reports for review by the Founding CEO & Artistic Director and Company Manager and Board ready for the annual audit	Accuracy and compliance
Responsibility for the preparation of budgets by exhibition summing to an annual organisation budget. Capital spend and cash flow budgets.	Budgets prepared and contribution by department made clear
Verify Sculpture Sales records from ACT, and calculate monies payable to all parties involved, check of GST calculations for both local and international artists, gallery commissions and site and freight cost recoveries.	Accurate and timely payments to artists
Provide all departments with the necessary financial and management information to assist them to meet or exceed their key performance indicators.	All units are provided with relevant, timely and accurate information
Review and ensure the adequacy and operation of financial controls in respect of payroll, purchasing, general ledger, assets register, inventory, debtors and accounts payable and bank signatories.	Financial controls in place and are adequate
Maintain, monitor and provide advice and training on business systems including ACT,	User feedback

Sharepoint, Excel and MYOB.	
Management of taxation matters and undertake appropriate action as required, including maintaining the tax deductibility status of the organisation.	Compliance
Assist with compliance of all financial statutory and government policy requirements for the organisation and conduct all activities with a high level of ethical standards.	Compliance
Prepare grant funding financial reporting for applications and acquittals where necessary.	Compliance
Manage the annual staff salary review information, for Company Manager and Founding CEO & Artistic Director reviews.	Currently each April / May
Conduct a continuing cost and revenue analysis of the respective departments of the organisation.	Annually
Review administration costs for savings across the organisation.	Ongoing

Key Organisational Challenges

Despite a reasonably substantial capital fund, the constant organisational challenge is finding the funds to stage the annual exhibitions in Sydney and Perth, and the permanent Snowy Valleys Sculpture Trail, the key being the securing of multi-year Federal Government funding and major new corporate sponsors and philanthropic donations. More information will be provided to candidates who reach the final interview round.

Challenges for the incumbent include the following:

- Continual review of systems in a highly seasonal environment that is reliant on funding from third parties
- Regular review of the current budget and budgeting processes with the Company Manager to develop and improve the budget process with all financial report and reconciliations remaining the responsibility of the incumbent
- Managing varied and conflicting demands to meet agreed standards and timelines
- Assisting to deliver high quality outcomes
- Providing accurate, complete and timely information, recommendations and advice

- Maintaining a high level of confidentiality
- Establishing effective, professional working relations with high standards of customer service. Noting that artists as one of our key groups of stakeholders have many and varied needs

Decision Making

This position will receive assistance from the Company Manager and Founding CEO & Artistic Director, and in regard to sculpture sales matters, the Sculpture Sales Manager.

The incumbent:

- Prioritises workloads and requests within agreed standards and timelines
- Identifies, within the context of the position, those emerging issues and events in need of organisation and attention and initiates appropriate action
- Works independently during the absence of the Company Manager and acts as a coordinator to gather and transmit information to ensure the Company Manager, Founding CEO & Artistic Director and depending on level of confidentiality other team members are informed about ongoing issues
- Will use initiative, research, analytical and organisational skills, interpersonal and communication skills to achieve effective outcomes

Qualifications & Requirements

- Proven experience in undertaking the accounting functions within a commercial organisation
- Five years minimum post-qualification experience in commerce, preferably within or with some knowledge of not-for-profit or service environments
- A degree in commerce, business or accounting and be CPA or CA qualified
- Strong working knowledge of relevant legislation including the *A New Tax System (Goods and Services Tax) Act 1999*, *Fringe Benefits Tax Assessment Act 1986*, and the *Financial Management Act 1995*
- Analytical and problem solving
- Well-developed communication, negotiation and interpersonal skills for liaising with Managers and external bodies
- A willingness to work longer hours including weekends during exhibition periods
- The ability to travel to Perth in early March for the Cottesloe exhibition and any other venue into which we may expand, for up to three weeks
- Demonstrated ability to operate as an effective team leader
- High level organizational skills and the ability to balance multiple priorities and conflicting deadlines
- Advanced computing skills and knowledge of financial reporting packages including MYOB, Budgetlink, Excel, and other MSOffice programs
- Knowledge of third party applications such as Square, Stripe, Donorbox, Typeform, Shopify
- Familiarity with CRM applications, preferably ACT which is used to maintain the record of all artist exhibition submissions, sculpture sales and donations by contact

Overseas Exhibitions and Projects

The international rights in *Sculpture by the Sea* are held by the Founding CEO & Artist Director's company. As such any international exhibitions or projects do not fall within the role of Finance Manager, nor does Sculpture by the Sea Incorporated have any legal or financial responsibilities for the overseas projects.

Salary

\$160,000 plus superannuation when working full time

To Apply

Please apply by sending a cover letter and resume by email with the subject **Finance Manager Application** to Suzie Clark, e: suzie.clark@sculpturebythesea.com