JOB SPECIFICATION

POSITION: FINANCE AND OFFICE OPERATIONS MANAGER

REPORTS TO: CHIEF EXECUTIVE

DIRECT REPORTS: INTERNS & VOLUNTEERS WHERE APPLICABLE

LOCATION: MIDSUMMA FESTIVAL OFFICE (Level 8, 225 Bourke Street, Melbourne)

POSITION TYPE: FULL TIME CONTRACT

LAST UPDATED: SEPTEMBER 2017

Midsumma
Midsumma Festival is Victoria’s premier LGBTQIA+ cultural festival, for and by communities who live with shared experiences around diverse gender and sexuality (DGS).

We are a champion of LGBTQIA+ cultures, conversations and events. We promote, develop and celebrate LGBTQIA+ arts and culture. We are the intersection between people, ideas, stories and experiences - a focal point for connections and belonging. We strengthen cultural voices of our communities and broaden the language of our allies. We create inclusive safe cultural and social spaces. Platforms for shared experience in a world which often under represents us. We value diversity and we embrace difference. We increase visibility, and amplify voices that might otherwise not be seen or heard.

Although the primary three-week festival is held in summer each year, Midsumma works year-round to provide artists, social-changers and culture-makers with support and tools to create, present and promote their work.

Midsumma is recognised nationally as one of Australia’s largest LGBTQIA+ cultural events, featuring 130 + events each year with involvement by over 500 artists in over 75 different venues across Melbourne and wider Victoria to audiences of over 200,000 each year.

Midsumma Festival brings a diverse mix of artists, performers, communities and audiences together under a single umbrella for a celebration and innovative presentation of queer arts and culture. The diverse festival program is made up of a wide range of events and activities including visual art, theatre, spoken word, cabaret, film, live music, parties, sport, social events and public forums.
**Job Summary**

This senior role is the day to day financial controller and administration manager for the Midsumma Festival Inc. and is responsible for the coordination and day to day smooth running of the festival’s office and administrative environment to best support the Chief Executive and Board to meet the artistic and cultural objectives of the Festival in a progressive and sustainable way.

Such support is critical in the lead up to, throughout festival delivery and during evaluation and planning processes for each festival. The position is responsible for the operations of the accounting systems, up to date financial forecasting and general reporting to funding / governance bodies, general office administrative systems and processes including IT and communications systems (ICT). Instrumental to the role is the ability to assess, develop, implement and maintain systems and processes that are consistent with budgetary, corporate governance and reporting requirements, the Festival’s Strategic Overview and general operational requirements.

The role will also support operational delivery of the festival alongside all staff of Midsumma Festival.

The role requires an outgoing, enthusiastic, highly organized and dedicated person who works well as part of a team. As part of a committed but small team the role is a hands-on delivery position crucial to the success of Midsumma Festival and the ability of the festival to achieve its potential.

**Key working relationships**

The position reports to the Chief Executive and will also work closely with the Treasurer and Secretary of the Board of Management of Midsumma Festival Inc. in relation to monthly and yearly governance reporting requirements.

The position will be a crucial member of the Midsumma Festival delivery team. Critical internal relationships exist with all staff who manage budgets or implement key processes and functions of the festival's administrative or Information, Communications and Technologies (ICT) procedures. As such the role will work closely on a weekly basis with all operational staff of the festival including: Program Manager, Manager of Marketing & Strategic Partnerships, Production Manager, Ticketing coordinator, Volunteers Coordinator, interns and volunteers. It is imperative that all staff adhere to agreed, consistent processes in all administrative and procedural areas and this role will be central to the development of successful and improved operational procedures.

The role involves developing and maintaining positive relationships with a wide range of key Festival stakeholders including finance staff at Creative Victoria and other relevant Government Departments or funding authorities, patrons, sponsors, venues, presenting partners, stallholders, and supporters across all Festival activity.

**Key functions of the role**

- Develop and coordinate all elements of the festival’s financial management systems and processes including strategic forecasting and developing, monitoring of cash flow, and presenting and implementing strategies that assist the CEO and to Board to maximise the resources of the Midsumma Festival Inc. in a sustainable way over the long term.

- Develop, improve, implement and coordinate the festivals administrative systems and processes including record keeping, IT and communication systems.
• In close consultation with the Chief Executive, coordinate all relevant documentation of the festival’s policy and procedures processes and associated reporting to the Board or relevant Government departments as required to ensure that required and agreed administrative governance processes are adhered to

• Identify legislation (relevant to the finance and administrative requirements of Midsumma Festival) and comply with legislation, obtaining necessary approvals and ensuring compliance with required government reporting as required

• Coordinate all elements of the Festival’s Information Communications and Technologies (ICT) infrastructure and processes

• In collaboration with the Chief Executive, develop and maintain relationships with key funding bodies from a finance and administrative reporting perspective to maximise financial and positioning outcomes for the Midsumma Festival Inc.

**Key accountabilities**

• To provide detailed advice to the Chief Executive in respect of Midsumma Festival Inc.’s financial and administrative practises, past, present and potential future.

• Develop and propose multiyear financial and administrative plans, taking into account all known internal and external environmental factors, to best place Midsumma Festival Inc. to meet its artistic, cultural and business objectives over the short, mid and long term.

• Compile overall business and project budgets with the Chief Executive and in line with Board and Government policy.

• In keeping with best practice accounting principles, develop and maintain systems and records for all purchases, payments of supplier accounts and contract fees, raising of invoices and receipting and banking of income.

• Ensure all General Ledger balances have been reconciled and reconciling items are resolved on a monthly basis.

• Develop and maintain the payroll system. Manage and sign off on fortnightly payroll.

• Develop and maintain systems for compliance with all taxation legislation including Withholding, PAYG, GST and FBT and manage the Festival’s taxation exposure in respect of the employment of foreign artists and companies.

• Prepare all Festival and project financial reports, statements, balance sheets annual statutory accounts and reports, the annual reports to Parliament, Treasury and Festival Reports that are required under board or Government policy and in compliance with accounting standards and legislation.

• Attend weekly or monthly Board meetings as required and/or provide written financial reports as appropriate.

• Establish a risk management plan.
• Maintain direct liaison with the Treasurer of the Board, the Festival’s auditors and financial consultants, and the Corporation’s bank.

• Manage and report regularly on the Festivals monthly cash flow analysis and presentation of cash flow statements and advise regularly on finance exposure.

• Maintain all relevant processes and procedures as appropriate to ensure smooth delivery of all elements of the festivals office and administrative operations.

• To manage revenue and expenditure, authorise and process expenditure against approved budgets within delegations, and compile reforecasts of project budgets in consultation with the Chief Executive. Ensure that all financial and administrative elements are managed within agreed policies and procedures and comply with the Festival’s delegations and purchasing policies.

• Manage the Information Communications and Technology (ICT) systems within the organisation to identify opportunities for efficiency improvements within available resources and the minimisation of risk. Advise and suggest options to optimise outcomes for the Midsumma Festival as required.

• Coordinate the Festivals asset management, administrative support and reception capabilities.

• Maintain all of Midsumma Festival's insurances including annual requirements and any relevant travel, workforce or event policies in relation to insurance.

• In consultation with the Chief Executive and staff, contribute to the reporting requirements of funding grants as required. Preparation and provision of relevant financial and statistical information for sponsorship and grant submissions and acquittals.

• Monitor and manage a contract register and policy and procedures register.

• Develop and present to the board yearly summaries of policies and procedures and with the Chief Executive work to ensure development of adequate suite of all required policies and procedures and yearly review and updated endorsement of such from the Board.

• Work closely with all staff members to find ways to identify and maximise cohesive opportunities for Midsumma Festival as a whole.

• Ensure a process of evaluation, assessment and learning to ensure continual improvement processes are in place that supports Midsumma festival’s culture as a learning organisation.

• Utilise all available resources in the most effective and efficient manner possible.

• Be familiar with and adhere to all Midsumma Festival policies and procedures including WHS requirements.

• Participate as a member of the broader Midsumma Festival team with regards to broader whole of organisational needs and priorities.

• Actively and positively engage with diverse cultures and communities and assist the Midsumma Festival to maintain and further develop a national leadership position regarding
broad arts access and inclusion.

- Attending staff meetings and be available for monthly Board meetings as required and/or provide written reports as appropriate.

- Ensure the proper collation of all relevant statistical information and trends as may be required.

- Ensure collation of all information and statistical data to assist with post festival evaluations and acquittal reports.

- Attend and participate where appropriate in fundraising or industry activities and events.

PERSON SPECIFICATION

Key required competencies

- Excellent demonstrated communication skills (written and verbal)

- Relevant financial qualifications and/or demonstrated relevant experience

- Excellent written and verbal communications

- Demonstrated analytical, conceptual and problem solving skills, particularly as they relate to the budget review process, policy and procedural development

- Strong computer literacy including demonstrated experience in accounting packages and Microsoft Office with a specific emphasis on Word and Excel

- A demonstrated commitment to equality

- A collaborative and flexible working style and commitment to positive organisational values and objectives.

Employment Conditions:

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<th>Employment Conditions:</th>
<th>• An agreed fixed term contract (to be negotiated with successful applicant)</th>
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<td>• Salary level of approximately $70,000 per annum gross plus superannuation.</td>
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<td>• Superannuation will be paid at 9.5%</td>
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<td>• Due to the nature of festivals, working hours outside of core business operating times (evenings and weekends) will be required during the core festival delivery period and for limited lead up events, functions and board meetings.</td>
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<td>• The position will receive the pro rata equivalent of four weeks’ annual leave and sick / personal leave pro rata, calculated upon 10 days’ sick</td>
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leave per year for a full time position.

- The salary takes into account additional working hours during festival delivery period and no overtime or penalties shall be payable. Time off in lieu can be negotiated at the discretion of the Chief Executive.

Midsumma is an equal Opportunity Employer who values diversity in the workplace. As such we encourage and support applications from people from diverse backgrounds.

In providing a direct contribution to the integrated activities of the Midsumma Festival, all staff at the Festival have responsibility’s towards maximising opportunities for the betterment of the whole organisation, and working to achieve organisational priorities, alongside specific objectives of each individual role.

**OH&S Statement**
Midsumma Festival is committed to providing and maintaining a safe and healthy working environment for all staff, volunteers, contractors and visitors. This commitment is in accordance with the organisations values and the requirements of the various occupational health and safety Acts, associated regulations and codes of practice.

**APPLICATIONS CLOSE:**

Applications to applications@midsumma.org.au by 5pm, Sunday 15 October.

All applications must address the job description.