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## **FINANCE & IT DIRECTOR**

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### **Company Profile**

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#### **Our Vision**

To be the leading theatre company in Australia, reflecting the changing world around us and enriching lives in a way only great theatre can.

#### **Our Mission**

To create exceptional theatre, relevant to our times, for the broadest possible audience.

#### **Our Values**

*Excellence:* In every aspect of our producing theatre and our operations we are as good as it gets.

*Relevance:* We are relevant to the lives of audiences and artists in this 21st Century.

*Innovation:* We innovate in theatrical practice and all our operational endeavours, recognising that innovation requires risk and sometimes failure.

*Growth:* We expand our audience reach by presenting great theatre to as much of humanity as possible.

*Sustainability:* We plan and execute strategies which expand and extend our revenue streams to ensure our survival and growth into the future.

*Diversity:* We honour and reflect the diversity of our society through the stories we tell, and the artists who tell them, to ensure MTC is one of the principal storytellers for all Australians.

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### **Purpose of the Position**

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The Finance & IT Director works with the Artistic Director, Executive Director and executive management team to generate the best financial results for MTC within the artistic framework developed by the AD and within the relevant regulatory environment.

The Finance Department provides a range of services with the underlying objective of facilitating the artistic process by maximising the utilisation of financial and administrative resources.

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### **Key Relationships**

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The Finance & IT Director reports directly to the Executive Director/ co-CEO and is a member of the Executive Management Team.

Key working relationships:

- The Board of Management, in relation to strategies improving financial performance within the objectives of the Company
- The MTC Foundation board, as a board member and in relation to financial performance
- MTC Board committees including the Governance and Risk Committee, Marketing and Strategy Committee
- Executive Director, Artistic Director and executive management staff to agree financial priorities, ensuring alignment and integration to corporate strategies

- University of Melbourne Financial and IT management – to ensure application of relevant University standards, provision of MTC financial information for consolidation as well as access to University resources
- Financial and IT professionals, service providers and consultants - to identify needs, seek specialist information and advice, negotiate contracts and keep abreast of best practice

The Finance Department is comprised of:

- Finance Manager
- Assistant Accountant (part time)
- Payroll Officer
- Payments Officer
- IT & Systems Manager
- IT Support Officer (part time)

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## **Duties & Responsibilities**

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Duties and responsibilities include, but are not limited to:

### **Finance**

- Preparation of corporate and project budgets and monitoring of expenditure against budget
- Preparation of monthly financial statements and Board reports for presentation to the University of Melbourne and the Board
- Preparation of accounts for audit, as required
- Grant applications and acquittals
- Budgets and acquittals for tours and co-productions
- Preparation of certified box office statements and royalty payments (domestic and international)
- Supervision of all accounting functions, including revenues, purchasing, accounts payable, accounts receivable, payroll and personnel
- Liaison with production, artistic, marketing, ticketing, theatre and administration staff to ensure they have sufficient financial management support
- Collaborative monitoring of theatre bar operations, costume hire and any other ancillary businesses
- Negotiation of key contracts with Venues in collaboration with other Senior Managers

### **Business Analysis**

- Management of budgeting and financial business planning with the Executive Director/co CEO and in consultation with Department Heads
- Analysis of financial performance. Interpretation of the statistical and accounting information to appraise operating results in terms of cost, budgets, policies of operation, trends and increased profit possibilities
- Makes recommendations concerning management of funds and assets
- Provides support to the Executive Management Team in the valuation and development of business opportunities

### **Governance, Reporting and Compliance**

- Maintains compliance with Australian Accounting Standards and MTC policies and procedures
- Maintains statutory reporting requirements including superannuation, WorkCover, insurance
- Maintains robust management reporting systems including those for funding bodies, Board and the University of Melbourne

**Systems Development and Management**

- Management of IT infrastructure and specific business systems
- Development of MTC IT and business systems strategy in consultation with Department Heads and Systems Specialists to ensure delivery of evolving Information Technology requirements

**Leadership**

- Provide leadership, clear direction and support to Finance and IT staff to ensure a high level of staff effectiveness and job satisfaction
- Works closely with the Executive Management Team to facilitate a cohesive approach to leadership of the organisation
- Represents MTC at appropriate outside meetings and events

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**Skills & Attributes**

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The key requirements for this role are:

**Financial Management**

- Budgeting and sensitivity analysis
- Managing financial performance: including monitoring and forecasting
- Supervision of all accounting functions: such as revenue, accounts payable, payroll, asset register
- Cash management and cashflow forecasting
- Timely financial reports: including monthly Board reports, grant acquittals, touring reconciliations, preparation of accounts for annual audit, cash flow monitoring
- Generating business opportunities: including new processes, income sources, expenditure savings
- IT knowledge: particularly of financial software and relevant hardware
- Advice: to AD and ED to facilitate effective financial and strategic planning

**General Management**

- Stakeholder relationships: including capacity to build effective relationships with variety of contractors, partners, owner representatives and industry peers
- Dynamic personal skills: anticipates and comprehends issues, demonstrates flexibility and capacity to work in a team, delegates authority and responsibility, communicates effectively to all contacts and staff, delivers timely outcomes
- Communication: a sound ability to communicate in all forms to all levels of the organisation and other stakeholders

**Other**

Knowledge and experience in the following would be an advantage:

- Arts Administration
- Workforce Planning
- Retail and/or manufacturing

**Qualification and Experience**

- Qualified accountant holding current membership of the Australian Society of CPAs, the Institute of Chartered Accountants or equivalent
- Proven success in the management of a small to medium-sized financial services team
- Extensive and broad ranging experience as a financial controller or manager
- Knowledge, understanding and/or interest in the performing arts
- Advanced skills in forecasting, excel modelling and systems / process development
- Hands-on manager, proactive in nature with maturity, warmth and openness as key personal traits

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**Environmental Health & Safety**

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All MTC staff are responsible for the following safe work procedures and instructions:

- All employees are to comply with the EHS manual
- Adopt work practices that support EHS programs
- Take reasonable care for the safety of one's own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor
- Must not wilfully place at risk the health or safety of any person in the workplace
- Participate in meetings, training and other environment, health and safety activities
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Wear personal protective equipment as provided
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Must cooperate with MTC management in relation to actions taken by MTC to comply with Occupational Health and Safety and Environmental legislation

In addition, all managers/department heads must:

- Be responsible for the day-to-day management of EHS issues
- Ensure adequate consultation with MTC staff and contractors regarding EHS
- Implement MTC's EHS policies and procedures, and the annual EHS scheduled requirements
- Follow all agreed procedures in consultation with staff
- Ensure that all new staff or contractors receive induction EHS training prior to commencing any new work practices or using new equipment
- Participate in regular workplace inspections and ensure that required changes are implemented within the required timeframe
- Maintain appropriate records as required under the University of Melbourne's Safety Mapping program
- Investigate all reported incidents and develop plans to prevent a similar occurrence
- Participate in safety meetings (where applicable) and other safety programs
- Apply appropriate return to work and injury management within their section

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**Conditions**

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MTC is an equal opportunity, smoke-free, family friendly employer and a dog-friendly workplace.

The position is offered on a full-time and ongoing basis.

Conditions include annual leave loading, 10% superannuation and complimentary theatre tickets.

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## Access and Inclusion

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MTC is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

MTC encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities. It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

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<b>VERSION</b>			
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