



POSITION DESCRIPTION

JOB TITLE: Finance and Administration Officer

HOURS: 8 hours per week (Monday 10:00am-5:00pm) with additional work as negotiated

EMPLOYMENT: Permanent Part-time

LOCATION: Islington, Newcastle, NSW

PROBATION PERIOD: 3 months from start date

RATE OF PAY: \$25/h - \$40/h (plus super of 11.5% superannuation) depending on experience

REPORTS TO: Studio Manager

Position Summary

The Finance and Administration Officer will assist in the coordination of financial and administrative tasks essential to the smooth operation of Stoddart Entertainment Group. This role has a strong focus on financial management, including payroll, managing cash flow, reconciling accounts, following up on outstanding payments, coding expenses, and maintaining production budgets.

The successful candidate will bring a strong background in finance and administration, with professional workplace experience in managing budgets, payroll, and financial reconciliation. They will have advanced proficiency in Xero and Google Suite and possess excellent organisational, communication, and multitasking skills.

The Finance and Administration Officer will also contribute to maintaining the administrative framework of all SEG activities and events, ensuring the timely and accurate delivery of services and events.

Key Responsibilities

Finance Duties

- Manage cash flow, reconcile accounts, and ensure timely invoicing and payment processing.
- Chase overdue fees and debts with professionalism and efficiency.
- Process payroll accurately and on schedule.
- Code and categorize expenses within Xero and maintain accurate financial records.
- Prepare and manage production budgets, ensuring costs align with financial projections.
- Perform monthly bank reconciliations and prepare financial reports for review.

Administrative Duties

- Maintain an organised filing system for financial and administrative documents.
- Support Studio Manager with venue presentation and ensure equipment and supplies are available and maintained.
- Answer phone calls and respond to inquiries during shifts as needed.
- Support the Studio Manager in coordinating courses, workshops, and productions.

Operational Support

- Monitor workshop venues, welcoming participants and ensuring their safety during shifts.
 - Assist teaching staff during workshops, providing support as required during shifts.
 - Manage merchandise stock, sales and processing of merchandise payments.
 - Ensure adherence to organisational policies, including child protection and workplace safety.
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Selection Criteria

Essential

- A strong background in finance, with demonstrated experience managing budgets, payroll, and financial reconciliation.
- Advanced proficiency with Xero and Google Suite.
- Experience chasing overdue fees and managing debt recovery.
- Ability to work independently while managing multiple financial and administrative tasks.
- Excellent organisational, communication, and problem-solving skills.
- Ability to occasionally work out of hours on productions and events as required at various venues.
- Hold a valid NSW driver's license and own transport.
- Hold a valid Senior First Aid certificate or be willing to attain before beginning work.

Desirable

- Experience in the performing arts or an understanding of the arts industry.
 - Demonstrated experience within an arts organisation, in particular with arts programs or events.
 - Familiarity with Class Maestro, Intellibook or similar CRM systems.
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Working with Children's Check

This role requires working closely with young people aged under 18 years. Employment is conditional upon clearance of the Working with Children Check under the Child Protection (Working with Children) Act 2012. Applicants must also agree to adhere to a Code of Conduct.

Application Process

Please submit a cover letter, including a statement addressing the selection criteria, resume, and the names and contact details of two professional referees. Your statement should explain how you meet each of the selection criteria.

Send your application to hayley@stoddartentertainment.com.au by 10:00 am on 10th January 2025.

For any further questions, please contact email hayley@stoddartentertainment.com.au.