

Sydney Writers' Festival

Role Title: Finance Manager
Reports to: CEO
Salary range: \$150,000 pro-rata per annum
Terms: Part-time, two days per week

Sydney Writers' Festival encourages applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences, and abilities.

About Sydney Writers' Festival

Sydney Writers' Festival is one of the world's leading and most beloved literary institutions. It is a place for readers, writers and thinkers to share ideas, tell stories and celebrate literature.

Since our first Festival in 1997, we have brought thousands of diverse writers and thinkers from Australia and around the globe together in Sydney. In the company of the world's best novelists, poets, journalists, public intellectuals, economists, politicians, podcasters and scientists, we've discussed some of the most pressing issues of our times. We've celebrated prize-winning authors, long-awaited novels from writers at the height of their careers and introduced debut authors to eager and enthusiastic new audiences.

Readers and writers have exchanged thoughts and opinions, perspectives and philosophies, creating a powerful community based on radical dialogue and respectful debate. The drumbeat of questioning that thrums underneath the Festival is powerful and enlivens Australia's democratic tradition.

About this role

Sydney Writers' Festival is seeking a part-time Finance Manager. This newly created position will work closely with the CEO and the Head of Departments at Sydney Writers' Festival to manage the day-to-day finance functions, refresh systems and processes and implement the company's financial strategy.

The ideal candidate will have strong knowledge of accounting software and systems (MYOB and Xero), will be driven by curiosity, have excellent interpersonal and communication skills, is highly detail orientated and has the capacity for strategic and creative thinking. Experience in the not-for-profit sector is preferred. The role is required to work in the office one day per week. This is a part-time position working two days per week (16 hours).

Responsibilities

The responsibilities of the role are:

- Preparation of monthly/quarterly financial and management reporting including but not limited to board and finance, audit and risk committee reporting
- Preparation of annual accounts for audit and annual statutory reporting
- Oversee the annual audit in collaboration with the Company's auditors
- Management and responsibility for financial planning, systems, and processes
- Manage the day-to-day financial operations such as payables, receivables, payroll and balance sheet management
- Prepare month end
- Oversee completion of Business Activity Statements
- Oversee other statutory compliance requirements, including reporting to key funding bodies
- Provide financial and analytical support to the CEO, including budget modelling and multi-year forecasting and cashflow
- Guide and coach Head of Departments and other team members to enhance their financial literacy, including guidance with compiling annual budgets and forecasting
- Develop, implement and monitor appropriate financial systems, procedures and internal controls to support the efficient and effective operation of the Finance function
- Support the CEO in working with the Head of Departments around budgets, spending, reporting and financial accountability.
- Provide support on international activity planning including, but not limited to, planning for international payments and tax exemptions for individuals
- Provide regular analysis of revenue and expenses to support the achievement of the KPI's and overall business strategy

Selection Criteria

- Experience in management accounting and reporting to internal and external stakeholders
- Advanced knowledge of accounting software (MYOB and Xero) and Excel
- Ability to work independently, proactively and strategically
- Strong interpersonal skills and ability to work as part of a small team
- Character traits: reliable, organised, curious and thorough
- Computer efficiency: MS Office, Excel, Word, PowerPoint, and Outlook

How to apply

Applications should be addressed to Brooke Webb, CEO and be sent to jobs@swf.org.au. **Applications close Sunday 8 September 2024.**

Candidates are encouraged to apply early as applications will be assessed as they are received, and the role may be filled before the closing date.

Applications must include:

- A current resume
- Covering letter (no more than two pages), including an outline of your interest in the role, addressing how your experience prepares you for the responsibilities required and how you align with the selection criteria
- Three (3) references that includes a current manager/supervisor