

POSITION TITLE	Finance Officer
SALARY	\$70,000 - \$80,000 pro rata pa commensurate with experience, plus superannuation
POSITION TYPE	Part time. Initially 30.4 hours per week for training, then 15.2 to 22.8 hours per week (negotiable)
LOCATION	Hybrid - Collingwood Yards Arts Precinct & home
REPORTS TO	Executive Director & Co-CEO
FOR ENQUIRIES	jobs@ilbijerr.com.au
SUPERVISES	Not applicable

PLEASE NOTE: This is a First Peoples (Aboriginal and/or Torres Strait Islander) prioritised position, but candidates with appropriate experience and/or diverse lived experiences are also encouraged to apply.

If you meet some but not all of the below criteria, we warmly encourage you to reach out to us to discuss your application.

ABOUT ILBIJERRI THEATRE COMPANY

ILBIJERRI Theatre Company is one of three leading First Peoples theatre companies in Australia. We have been telling our stories our ways for over 30 years. ILBIJERRI creates, presents and tours powerful and engaging theatre by First Peoples. Deep listening with Community and Country is central to our work. We take seriously our role as cultural leaders; we believe First Peoples voices are powerful in determining the future of Australia. We're looking for people who want to be a part of this.

ABOUT THE ROLE

The Finance Officer is responsible for completing bookkeeping, compliance and financial reporting for ILBIJERRI. This includes administering the financial requirements of funders and preparing financial reports for ILBIJERRI's board. The bookkeeper also assists all staff members in the ongoing financial recording and administration of various departments' accounts needs.

PREFERRED SKILLS & EXPERIENCE

- Awareness of First Peoples' cultural values, practices, and beliefs. Previous experience in a First Nations context would be ideal.
- 1-3 years of relevant bookkeeping or accounting experience.
- Competency in the Xero accounting system and spreadsheets.
- Accuracy, thoroughness and attention to detail.
- Highly organised, with the ability to self-manage and work to deadlines.
- Ability to build strong professional relationships - both internally with the ILBIJERRI team, and externally with project creative teams and suppliers.

KEY RESPONSIBILITIES

- Payroll and superannuation services:
 - Weekly payroll set up and processing
 - STP reporting/One Touch Super
 - WorkCover set up and management
 - Superannuation reporting
 - Leave entitlement management
- Manage accounts payable and receivable
- Prepare and lodge BAS, GST and IAS reporting
- Financial reporting including end of year and ongoing monthly reporting
- Tracking grant funds
- Bank account and credit card reconciliations
- Prepare accounts for annual audit
- Supporting the Executive Director and General Manager in financial planning for the company
- Assist with any other ad hoc financial tasks

DESIRABLE SKILLS & EXPERIENCE

- Financial qualification such as a Certificate IV in Accounting & Bookkeeping, CPA/CA or working towards a financial qualification.
- Knowledge and experience of theatre industry accounting

KEY RELATIONSHIPS

- General Manager
- Executive Director & Co-CEO
- Head of Producing and the producing team
- Development Manager

APPLICATION PROCESS

Please provide:

- Your CV
- A cover letter of no more than two pages addressing the preferred skills and experience to jobs@ilbijerri.com.au

Please submit your applications promptly as we will be reviewing applications as soon as they come in and interviewing suitable candidates shortly thereafter.

If you have any questions about the role please reach out to Angela Flynn via (03) 910 034 40 or jobs@ilbijerri.com.au

Applications close **Friday 21 June**