

POSITION DESCRIPTION

POSITION TITLE	Financial Controller (FC)
REPORTS TO	CFO
DIRECT REPORTS	Senior Accountant and Accountant
TERM	Permanent (NB: this role is delivered as a job-share arrangement with each FC working 3 days / week). Please note that the role is referred to as FC2 in this description.

ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti, the Australian Chamber Orchestra (ACO) is renowned world-wide for its inspired and courageous programming and unrivalled performances. The ACO collaborates with an extraordinary range of artists including the world's leading performers, cinematographers, writers, and visual artists. The ACO performs nationally across Australia and tours internationally every year.

The ACO are based at their award-winning purpose-built home on Pier 2/3 in Sydney's Walsh Bay Arts Precinct (known as ACO On The Pier). The venue includes a 275-seat performance space, rehearsal rooms, media suite and event space - an exciting home for performance, presentation, collaboration and community engagement.

The principal activities of the ACO (parent company) are:

- the presentation of musical performances to Australian and international audiences.
- learning, engagement and performance activities for young audiences and families, students and pre-professional musicians.
- and the management of ACO On The Pier for internal and external hirers.

In addition, the Group operates an unregistered, wholesale, managed investment fund investing in rare, historical, high-quality stringed instruments (the ACO Instrument Fund).

PURPOSE OF THE ROLE

Responsible for financial management, reporting, and process improvement for the Group (ACO, ACOIF Pty Ltd and ACO Instrument Fund). This role works closely with the entire finance team to ensure compliance, accuracy, and efficiency in all financial operations and to ensure the ACO and Instrument Fund can deliver on priorities, in a timely manner.

Specific responsibilities include:

- managing and overseeing day-to-day accounting, payroll, financial controls and compliance;
- providing accurate and timely actual financial information.

- managing ACO working capital cash reserves; and
- leading a small team of accountants.

KEY OPPORTUNITY AND CHALLENGE OF THE ROLE

The key challenge of the Financial Controller role is that it's delivered as a job-share arrangement with one crossover day in the office (a Wednesday). The incumbents will need to work closely together to ensure the role is seamless for direct reports, the wider finance team, internal and external customers.

This role statement presents the role in its entirety, and notes where a specific duty has a primary lead, in these instances the other Financial Controller will back up these duties if required. This role statement will be delivered by:

- **Financial Controller 1 Monday to Wednesday – 3 days (FC1)**
- **Financial Controller 2 Wednesday to Friday – 3 days (FC2).**

The key advantage of the **role is that it's now delivered over six days** (rather than the previous five days) and by two qualified professional people. This will allow the team and business greater flexibility, productivity and innovation by combining diverse skills of two minds, improving problem solving and capabilities and job satisfaction (and the incumbent's a work life balance opportunity).

The key to success of the role will be communication and both FC1 and FC2 having the capability, flexibility and time to be available for a handover:

- on a Wednesday (in person when both in office) and
- either the end of a Friday or beginning of a Monday each week (either online / phone meeting for brief handover on priorities or learnings of their prior working week).

DUTIES & RESPONSIBILITIES

FINANCIAL MANAGEMENT AND COMPLIANCE:

- Lead and support overall month end financial processes, reporting of actuals and owner of month end and year end timetable for Group (FC2)
- Delivery month and year end results in line with timetable (FC2)
- To lead the audit process, timetable and production of statutory accounts for the ACO Group (31 December year-end) and ACOIF (30 June year-end) (FC1)
- Lead and support financial business wide process improvements.
- Prepare month-end and year-end journals, reports, and review reconciliations.
- Maintain and reconcile general ledger.
- Own and support and review balance sheet areas such as:
 - bank and cash assets, investments, franking credits, GST, workers compensation, payroll liabilities, leave provisions, FBT, income in advance (ticketing, donations, government), equity. (FC1)
 - accounts receivable (SAP/Artifax), employee costs repaid, prepayments (excluding workers comp), inventory, fixed assets, right of use asset and lease liability, accounts payable and accruals, domestic and international contractor/artists payments and related statutory withholdings. (FC2)

- Lead and support financial analysis and reporting to government and related agencies (includes ACNC, Fund raising licensing and Creative Australia / Create NSW) (FC1)
- Prepare and process payroll, superannuation, and related reports. (FC1)
- Prepare and submit statutory returns (BAS, FBT, franking credit, ABS, etc.). (FC1)
- Oversee accounting tasks including daily cash reporting, weekly bank reconciliations, monthly exchange rate updates, incoming / outgoing payments, banking of cheques and cash (as required). (FC1)
- Review and sign off on fundraising income reconciliations. (FC1)
- Oversee day-to-day accounting. (FC2)
- Oversee day-to-day payments and invoices. (FC2)

SYSTEM MANAGEMENT:

- System ownership of:
 - **SAP Business One** General ledger, Fixed Assets (FC2)
 - Chart of Accounts (FC2)
 - **Concur** (corporate credit card management & interface SAP GL) (FC2)
 - **Bweb** (Staff expense reimbursements, Purchase orders and Invoices to pay) (FC2)
 - **Artifax** (owned by ACO On The Pier Venue Hire team) used for venue hire sales invoices, settlements. Finance owns the Artifax interface with SAP (FC2)
 - **Tessitura** (Ticketing & Donation CRM owned by Marketing) Finance own interface with SAP (FC1)
 - **Employment Hero – Payroll** (FC1)
 - **Month end report (Excel)** - for actuals reporting (FC2)
 - Month end Timetable (FC2)
 - Year End Timetable (FC2)
 - Payroll timetable (FC1)
 - Payments timetable (FC2)
 - Investment and Statutory reporting models (FC1)
- Lead and support process improvement and system projects as required.
- Assist as required with the new Tess, and website (finance interfaces) and Employment Hero enhancement (FC1).

PAYROLL MANAGEMENT (all FC1):

- Oversee day-to-day payroll.
- Manage the Senior Accountant who processes payroll
- Oversee contractor super processes, including calculating super for contractors, record Beam payments, reconcile payments.
- Leave reporting
- Oversee salary sacrifice arrangements

WORKING CAPITAL MANAGEMENT (all FC1):

- Manage cash flows, maintain banking relationships, and compliance with tax, payroll, and regulatory requirements.

BOARD AND SUB COMMITTEE SUPPORT:

- Attend FAIRM (Finance Audit, Investment, and Risk Management) Committee as minute taker.

- FAIRM Committee and ACO Board - Audit and Annual Statutory Accounts (draft paper and attend meeting for signing). (FC1)
- ACOIF Board - Audit and Annual Statutory Accounts (draft paper and attend signing). (FC1)
- ACOIF Board - Latest Results of three business areas (draft paper). (FC1)
- Assist CFO with FAIRM Committee and Board papers as required.
- Write FAIRM minutes for decisions between meetings (largely Investment Decisions. (FC1)

OTHER FINANCIAL MATTERS:

- Assist with grant applications and acquittals.
- Supervise and develop finance team members.
- Maintain internal controls, policies, and procedures.
- Respond to queries from staff on financial matters.
- Manage Accountant who maintains vendor/customer records and payment processing. (FC2)
- Manage Accountant who reviews and follow up on Creditor and Receivables. (FC2)
- Manage corporate credit cards and expense reimbursements process with the Accountant. (FC2)
- Maintain fixed asset register with the Accountant. (FC2)
- Oversee annual fixed asset and inventory stock takes and impairment testing with the Accountant (FC2)
- Quarterly - maintain input into maintenance/asset replacement model of any asset additions and disposals with the Accountant. The model is owned by Finance Business Partner and ACO On The Pier Team (FC2)
- Backfill other finance roles as needed, including other Financial Controller and CFO.
- Work with CFO on Musical instrument revaluations for ACO and ACOIF
- Assist with audit workpapers and financial statement submission.
- Attend regular finance and HR team meetings, handover sessions, and development meetings with staff.

KEY RELATIONSHIPS

Internal: Works closely with CFO, Senior Accountant and Accountant, Finance Business Partner Manager, HR and other department managers.

External: Auditors, regulatory bodies, and financial institutions.

POSITION REQUIREMENTS

- CA/CPA qualified (or equivalent)
- Demonstrates experience in financial accounting, statutory reporting, financial controls / compliance and in identifying business efficiencies and operational improvements
- Ability to mentor, lead and manage a small team of accountants
- Strong and effective communication skills and ability to work and successfully communicate with all levels of the organization (as required)

- Strong understanding of accounting standards and related legislation (includes payroll and tax legislation)
- Ability to solve accounting issues and maintain relationships with Auditors, banks and other regulatory bodies
- Proficiency in financial systems, controls and management.
- Ability to manage sensitive information with discretion
- Demonstrates strong communication and collaboration skills – works effectively with a job-share partner to achieve shared goals.
- Ability to communicate clearly and consistently maintain continuity of work.
- Ability to respond positively to changing priorities, schedules and working styles.
- Displays proactive problem solving and identifies and addresses issues arising from shared responsibilities.
- Respects diversity and fosters inclusion – values different perspectives and contributes to an inclusive team environment.

DIVERSITY & INCLUSION

The ACO is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) people.