

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title: Chief Financial Officer
Reports to: Chief Executive Officer
Supervises: Accountant,
Project Accountant,
IT Administrator,
Director of People and Culture
Location of Job: Sydney on Gadigal Land
Appointment type: Permanent full-time

Musica Viva's Purpose

Musica Viva exists to create and support a vibrant chamber music sector which is accessible to people of all backgrounds across Australia.

Musica Viva's Mission

To enrich communities across Australia by making live chamber music accessible to everyone.

Musica Viva's Vision

An Australia where chamber music thrives and where people of all ages, cultures and communities have access to, and learn to appreciate, the vital role of music in building a stronger, more creative world.

Purpose of position

The Chief Financial Officer is responsible for all aspects of internal corporate and financial management of Musica Viva Australia (MVA) in the provision of its programs to its customers/stakeholders. The position is a member of the Executive Team (ET) and senior management team (SMT) of MVA. The position is also responsible for the financial records, reports, and investment management of Stradivarius Pty Ltd as Trustee for the Australian Music Foundation.

Reporting/working relationships

This position reports to the CEO and works closely with the Deputy CEO, members of the SMT and the Board of Directors of MVA and Stradivarius Pty Ltd.

DUTIES AND RESPONSIBILITIES

Financial Management

The Chief Financial Officer is the senior finance manager of MVA and acts as Company Secretary for the Boards of MVA and for Stradivarius Pty Ltd.

Internal Controls and Financial Reporting:

- Establish, monitor and enforce internal financial controls, policies and procedures to ensure that the organisation effectively manages its resources in accordance with financial best practice
- Ensure that financial reports, forecasts and analyses are prepared in an accurate and timely manner for Board / Finance, Audit and Risk Management Committee meetings and funding body grant applications / acquittals including Australia Council reporting

- Control and report on legislative requirements effecting MVA, including Fringe Benefits Tax, GST, Superannuation Guarantee, etc, and to ensure that the impact of GST and FBT is appropriately interpreted and accounted for
- Ensure that required taxation returns including Business Activity Statements are submitted on time, and that any necessary payments are made to the Australian Taxation Office
- Forecast and manage cash flow including forward foreign currency cover

Statutory Reporting:

- Prepare end-of-year Annual Accounts in a format that conforms with all relevant legislation and Accounting Standards
- Oversee preparation of audit papers and liaison with external auditors
- Ensure the Annual Accounts are approved and signed by the Board of Directors and liaise with the Executive Manager and Director of Development to ensure the Reports and Notices are circulated to requisite members in due time for the AGM

Business Planning

- Play a key role in the development of the MVA Strategic Plan and its translation into clear, achievable goals
- Drive optimisation of financial performance applying insightful analysis to identify and implement opportunities for revenue growth and cost reduction
- Provide support and financial advice to ET and SMT in order to optimise financial performance, reach and impact
- Manage and co-ordinate budget and forecast preparation with finance team and operational staff, ensuring alignment with Strategic Plan creating Board submissions in line with agreed timeframes
- Ensure ownership and communication of budget to all budget holders
- Ensure the provision of adequate reporting systems and processes to support devolved management of budgets at the Manager level of the company

Human Resources and Staff Management

- Work with the Director of People and Culture to ensure compliance with WHS legislation and that people-related services, policies, and programs in all areas of the company promote an employee-oriented high-performance culture for all MVA people nationally
- Supervise the fortnightly payroll preparation and ensure it is completed in a timely and accurate manner
- Provide salary packaging and superannuation advice to staff members when required
- Provide advice in respect of staff remuneration to the CEO, Director of People and Culture and other Senior Managers as required
- Supervise and develop all direct reports

Insurance and Risk Management

- Manage the insurance cover of the organisation including public liability, professional indemnity for Board members and Officers, property and workers compensation
- Review all insurance policies annually on renewal and ensure sufficient level of cover
- Undertake responsibilities of the Chief Risk Officer including carriage of the Risk Management assessment process, maintenance of the Risk Register and Risk Profile
- Monitor all aspects of risk management including annual risk review and actions log
- Provide contract management support across the business and liaise with legal advisors as required

Asset Management

- Oversee the company's investment portfolio in line with the delegated responsibilities contained in the Reserves Investment Policy
- Ensure that a register is maintained of all assets of MVA and that the physical assets are maintained to a satisfactory standard

- Liaise with the responsible manager to ensure that ongoing building and office maintenance is carried out at MVA House in Sydney when required and that the security system is effective and maintained adequately
- Liaise with the responsible manager to ensure that State office leases are effectively managed
- Negotiate and maintain leases with MVA House tenants including co-working and telecoms tenancies

Technological Development

- Maintain up to date knowledge of IT developments
- Supervise the IT Administrator to:
 - Develop and maintain strategies to fully utilise the company's technological resources
 - Ensure that the organisation remains up to date with efficient use of evolving technology including computing infrastructure and access to relevant communications technology
 - Ensure that the most up to date systems and approach in cybersecurity are in place
 - Negotiate and maintain telecommunications contracts and equipment

Governance

- Attend MVA and Stradivarius Pty Ltd Board meetings to report and provide advice on their respective financial and business activities
- Manage meetings of the Finance, Audit and Risk Management committee of the Board
- Attend other Board committee meetings as required

External Relationships

- Maintain external relationships with
 - personnel from funding bodies/agencies
 - personnel from other relevant arts bodies
 - chairs and members of the respective boards serviced
 - building tenants
 - legal and financial advisors

Professional Development

- Attend courses, seminars etc. to ensure that knowledge is kept current in all aspects of the role being undertaken
- Maintain appropriate memberships of professional bodies, as agreed
- Seek out opportunities to represent the Company at conferences and other public engagements

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.

- Adhere to workplace policies, procedures and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within his/her competency or training from time to time.

COMPETENCIES AND EXPERIENCE OF POSITION HOLDER

Essential Knowledge, Skills, Qualifications & Abilities:

- High level finance experience
- Member of recognised professional accountancy body
- Excellent oral and written comms at all levels including non-finance staff and at Board level
- Ability to balance bigger picture with an attention to detail
- Staff management experience and a commitment to diversity
- Clear thinker and calm under pressure
- IT / HR knowledge
- Demonstrated experience driving change management processes
- A team player
- Understanding of performing arts / music / not for profit environments
- Demonstrated flexibility