



Business and Finance Manager

Sydney Gay and Lesbian Mardi Gras (SGLMG) is the non-for-profit member-based organisation that organises the annual Sydney Gay and Lesbian Mardi Gras Parade and Festival as well as number of other events throughout the year. SGLMG exists primarily to develop the Sydney Gay and Lesbian Mardi Gras for the benefit of Sydney’s LGBTQI community, the enjoyment of a wider audience and as a global beacon of diversity, acceptance and LGBTQI rights.

Part A: Our Values

- **Integrity:** We embrace the highest standards of professional conduct and uphold a culture of honesty and trust
- **Creativity:** We are committed to promoting excellence in creativity and innovation in our endeavours.
- **Accountability:** We are responsible and accountable for fulfilling our commitments
- **Respect:** We support a working environment where all (staff, volunteers, community, partners and stakeholders) are treated with civility, respect and fairness
- **Equity:** We treat everyone equally regardless of gender, sexuality, age, race or ability and commit to fostering a diverse organisation

Part B: Position Specification

Role Title:	Business and Finance Manager		
Team:	Support Services		
Department:	N/A	Type/Level:	Commercial Executive
Reporting Structure:	Reporting to:	Chief Executive Officer	
	Direct reports:	Finance Assistant, Office Coordinator	

Purpose

The Business and Finance Manager ensures that the business operations of the Sydney Gay and Lesbian Mardi Gras (SGLMG) support the organisation’s vision by maximising income generation and managing the company’s finances on a micro and macro level.

Summary

The Business and Finance Manager works closely with the CEO and Financial Consultant to realise SGLMG’s strategic objectives including management of financial and administrative operations of the organisation. The Business and Finance Manager also oversees human resources and outsourced services for building maintenance, and office/IT management.

They work closely with the Executive Producer to support the development of annual event budgets and the Partnership Manager in the development of earned income; managing financial reporting to key funders and stakeholders including Destination NSW and City of Sydney and ensuring the CEO and SGLMG Board are fully informed of the organisations financial position at all times.

Accountabilities		
Results Area	Accountabilities	Performance Indicators
Financial Management (30%)	<ul style="list-style-type: none"> • Provide advice on financial management. • Prepare and record accruals as required. • Manage cash flow and revenue. • Monitor, allocate and verify revenue as required. • Prepare the annual audit file in conjunction with Financial Consultant. • Manage credit policy and provide regular creditor reports. • Monitor and track debtors. • Source and identify financial providers as required. • Manage recording and reconciliation of expenses against grants, donations and investments. • Negotiate competitive rates with insurers and major non-event suppliers. • Ensure that hire purchase and leasing activities are accounted for and reported as required. 	<ul style="list-style-type: none"> • Quality advice is provided • Cash flow and accruals are effectively managed • Revenue allocation and reporting is accurate and effective • Creditors and debtors and effectively managed • Financial services, insurance and major non-event supply contracts are best value for money • Hire purchase and leasing accounts are accurate
Financial Administration and Reporting (30%)	<ul style="list-style-type: none"> • Report on monthly financial results in strict accordance with deadlines. • Oversees Accounts Assistant making and recording of payments as required in MYOB. • Process accounts receivable sending invoices to debtors as required, following up as necessary and receiving and record payments as made. • Assist in confirming the year end statutory accounts for presentation to members. • Issue purchase orders as required. • Undertake banking activities as required. • Reconcile all bank accounts and credit cards regularly. • Maintain the asset register and depreciation schedule. • Manage the registration and tracking of plant and equipment registers as required. • Oversee financial systems for grants and donations. • Manage monthly payroll processes. • Manage the annual reconciliation of payroll and preparation of payment summaries. • Manage workers compensation declarations and reconciliations as required. • Assess, arrange and review insurance policies as required and process insurance claims. 	<ul style="list-style-type: none"> • Accuracy and timeliness of financial reporting • Accuracy of records, reports and payments processing • Timely preparation of invoices and purchase orders • Accuracy of reconciliations • Compliance with banking processes and timeframes • Assets are registered accurately and maintained • Asset management procedures are effective and followed • General ledger reconciles with the asset register • Continuous improvement processes are in place • Policies and procedures are effective and followed • Payroll processes are accurately completed on time • Workers compensation matters are effectively managed • Insurance policies effectively manage risk areas
Budgets & Forecasts (10%)	<ul style="list-style-type: none"> • Assist the Executive Producer and CEO in the development of annual Festival budgets, including operating and capital expenditure budgets. • Control approved capital expenditure budgets. • Ensure any variations to budgets and forecasts are 	<ul style="list-style-type: none"> • Budget is prepared and controlled accurately • Exposures are identified • Job costings are completed accurately

	<p>explained in management reporting.</p> <ul style="list-style-type: none"> Identify and report on any future or potential exposures as required. Ensure job costing is completed and reported as required to the Finance Consultant and CEO. Provide assistance and direction to managers when preparing budgets as required. Review expenditure against set budgets providing the Financial Consultant and CEO with reports highlighting inconsistencies as required. 	<ul style="list-style-type: none"> Expenditure reviews are completed accurately
<p>Human Resources and Building management (15%)</p>	<ul style="list-style-type: none"> Develop, monitor and implement best practice human resource systems and policies, including recruitment, contracting, staff induction, time in lieu, annual leave. Oversee all contracts for staff, equipment hire/rental, services and resources and assist with partnerships, sponsorship contracts where required. Oversee the building lease and maintenance issues. Oversee the coordination of IT help desk and communication systems with IT provider. 	<ul style="list-style-type: none"> Positions recruited to specifications Staff inductions and safety checks performed for all new staff Employment contracts confirmed in timely manner for all new staff Appraisal and exit interviews coordinated for all exiting and season staff.
<p>Regulatory and Statutory Compliance (15%)</p>	<ul style="list-style-type: none"> Complete taxation returns within specified date for review and approval by Financial Consultant and CEO Reconcile gross wages, group tax, payroll tax, and superannuation and workers compensation against general ledger for annual review. Ensure that monthly group and payroll tax processes are completed. Review company expenditure to ensure compliance with FBT requirements, reporting inconsistencies immediately to FC and CEO. Ensure compliance with GST requirements, reporting inconsistencies immediately to the CEO. Perform specified elements of company tax return for review as required. 	<ul style="list-style-type: none"> Accuracy of completed taxation returns Accuracy of taxation, superannuation and compensation reconciliations Level of compliance with regulatory and statutory requirements

Delegations, Authority and Decision Making

Group	Per delegations authority.

Frequent Contacts

	Daily	Frequent	Periodic	Occasional
Internal	CEO Creative Director Office Coordinator Finance Assistant Team Members Season Producers	Finance Consultant Treasurer Board & Committees Producers Volunteers	Auditors Insurance Broker Banks	
External		Suppliers Customers	Community orgs Corporate Partners Media Government bodies Members	Competitors Arts partners

Part C: Person Specification

Capabilities Recommendation - Rated 1>5

Community and Stakeholder Relations	Professionalism	Communications	Leadership and Teamwork	Program and Event Management	Governance and Sustainability
Level 3	Level 4	Level 3	Level 4	Level 3	Level 4

Qualifications

- CPA qualifications preferred or;
- Tertiary or vocational education in accounting with equivalent relevant experience in excess of ten years.

Experience/Skills

- Accounting, finance, administration in a NFP or small-medium business (10+ years)
- Providing management reports to Executive and Board (5+ years)
- Managing employees and volunteers (5+ years)
- Financial accounting, taxation, compliance reporting and budget preparation (5+ years)
- HR/management, payroll administration (5+ years)
- Developing policies, systems and procedures (5+ years)
- Exposure to community-focused and volunteer-based organisations (2-3 years)
- An entrepreneurial approach to growing organisational income from earned source
- Outstanding planning, organisational and communication skills.