

Finance Manager

Sydney Eisteddfod is seeking a detail-oriented and experienced Finance Manager to join our dynamic team on a full-time basis.



About The Position

The duties for this position include:

- Process supplier invoices and management of creditor pay runs, and upload payments to the bank.
- Accounts receivable invoicing and processing of receipts.
- Payroll processing, including superannuation and salary sacrificing arrangements.
- Prepare IAS, BAS & FBT returns and liaise with external tax agent as necessary.
- End of month balance sheet reconciliations and P & L review.
- Identifying potential issues or opportunities in day-to-day work and raising these with General Manager.
- Prepare and analyse compliance-based financial statements in accordance with applicable regulations and standards.
- Conduct internal audits and assist with external audits, ensuring accuracy and compliance with financial policies and procedures.
- Implement and maintain accounting information systems to enhance data accuracy and reporting efficiency.
- Develop record-keeping requirements and best practices to ensure compliance with relevant laws and regulations.
- Perform financial analyses to identify trends, variances, and opportunities for improvement.
- Work closely with other staff to provide financial insights and support business decisions.
- Prepare and present profit and loss statements, balance sheets and other financial reports.
- Prepare budget plans and forecasting reports for General Manager and directors.
- Manage cash flow, including management and financial planning.
- Preparing and maintaining asset including investment portfolio, liability and capital accounts to compile and reconcile accounts.
- Other duties as required.

About You

The ideal candidate will possess strong analytical skills, a proven track record in financial planning and budgeting, and excellent knowledge of financial regulations and accounting standards. They will demonstrate strategic thinking, attention to detail, and the ability to effectively

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communicate complex financial information to stakeholders at all levels.

In addition, you will have:

- Relevant tertiary qualifications and a minimum of 5 years' experience as an Accountant.
- Knowledge of accounting/finance processes and systems, including experience with XERO.
- Proven ability to work effectively autonomously and as part of a collaborative team.
- Highly developed organisational skills and ability to establish priorities, manage tasks and meet competing deadlines whilst maintaining attention to accuracy and detail.
- Excellent interpersonal, written and verbal communication skills.
- Experience with Not-For-Profit organisations (preferred)

Appointment to this position is subject to the position holder having residency status and/or possessing a visa with work rights, and obtaining or hold a NSW Working With Children Check.

About Sydney Eisteddfod

Sydney Eisteddfod has been contributing to the evolving culture of the Australian nation by nurturing the performing arts at a grass roots level in an annual festival of music, song, dance and drama since 1933. The annual festival runs from May to September and is now widely regarded as one of the largest and most successful competitive festival of its type in the world.

Sydney Eisteddfod is an independent, community-based, non-profit organisation limited by guarantee. It is also a registered charity in New South Wales and is listed on the federal Register of Cultural Organisations eligible to receive tax-deductible donations.

Remuneration

The salary for the position is \$100,000 – \$120,000 per annum, plus superannuation.

APPLY

Apply by 23 December by emailing your CV and cover letter addressing the criteria above to:
recruitment@sydneyeisteddfod.com.au



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