

BRISBANE FESTIVAL

Financial Accountant (Part-Time)

About us

Queensland's premier arts festival, Brisbane Festival heralds the promise of play and celebration as it lights up the city each September in a blaze of colour.

We create extraordinary art and take up residence throughout the river city, atop iconic landmarks and deep into the suburbs. We host captivating live performances and installations from home and across the world. Our Festival reflects the diverse communities that give Brisbane its unique voice. We invite audiences to Be Bold with us, to expect art unexpected with open hearts and minds; to be entertained, inspired, and amazed.

Brisbane Festival acknowledges this country's First Nations people and with their leadership and guidance, we celebrate that deep cultural legacy. We create a rich multi-arts program made by and with our local Aboriginal and Torres Strait Islander communities.

Our artists, people and partners are ambitious and agile dreamers who make the impossible possible through passion, hard work, and care.

Position Summary

Brisbane Festival is looking for a Financial Accountant (20-30 hours/week) for a flexible start date in early 2025.

Are you an experienced finance professional looking for flexibility and the chance to work in a dynamic, creative environment? Brisbane Festival is seeking a Financial Accountant to join our team on a part-time basis, reporting directly to the CFO/Company Secretary.

In this role, you will manage month-end reconciliations, balance sheet accuracy, and the implementation of accounting standards. You'll partner with our Programming team, supporting the financial side of the incredible festival that comes to life each September. This is an exciting opportunity for someone with strong business partnering skills who is looking to make their next move into a Financial Controller role or move out of professional practice.

Reporting

Reports to: Chief Financial Officer/Company Secretary

Positions reporting to role: N/A

Communication

In respect to internal and external relations the Financial Accountant will:

- Report to the Chief Financial Officer/Company Secretary,
- Liaise with the Finance team and appropriate other staff members to carry out the role,
- Liaise with relevant external stakeholders as required,
- Provide the Chief Financial Officer/Company Secretary with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.

Roles and Duties

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With support from the Chief Financial Officer/Company Secretary, the Financial Accountant will:

- **Month-End Reconciliations:** Manage and complete month-end reconciliations, ensuring accurate financial reporting in a timely manner.
- **Balance Sheet Management:** Maintain and review the balance sheet to ensure accuracy and compliance with accounting standards.
- **Accounting Standards Implementation:** Ensure the organization adheres to current accounting standards and implement new standards as required.
- **Process Improvement:** Identify opportunities to improve financial processes and controls across the organization.
- **Business Partnering:** Collaborate with the Programming team to provide financial insights and support the budgeting and forecasting process for Brisbane Festival's activities.
- **Reporting:** Assist the CFO in the preparation of management reports, financial statements, and annual audits
- **Stakeholder Management:** Work closely with internal stakeholders, particularly the Programming team, to ensure the financial viability of festival projects and initiatives.
- **Compliance and Governance:** Ensure all financial processes comply with relevant laws, regulations, and organizational policies.

Systems

In respect to Systems use, the Financial Accountant will:

- Utilise the organisation-wide systems in accordance with policies and procedures provided.

WHS

In respect to Workplace Health and Safety, the Financial Accountant will:

- Take an active role in effectively implementing Brisbane Festival's WHS policy.

Selection Criteria

Essential

- CPA or ACA qualified or progressing toward completion
- Experience in a commercial finance role desirable, although open to professional services experience
- Strong knowledge of accounting principles and standards
- Prior experience in month-end reconciliations, balance sheet management, and financial reporting.
- Demonstrated ability to build effective relationships with cross-functional teams, particularly in a business partnering capacity.
- Proven ability to improve financial processes and controls.
- Strong attention to detail and analytical skills.

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- Excellent communication and interpersonal skills.
- Proficiency with accounting software and Microsoft Excel.
- Self-motivated and able to work independently with a flexible and proactive approach.
- A desire to transition into a Financial Controller role or to step out of professional practice is an advantage.

Desirable

- Experience in a fast-paced environment
- Experience with the unique financial challenges of not-for-profit organizations

HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to: Kym Warner – Chief Financial Officer/Company Secretary. For enquiries contact: accounts@brisbanefestival.com.au.

Please provide your CV including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional.

Short-listed applicants should be available for interview after the application closing date. All applications are strictly confidential.

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalised folks tend to only apply when they check every box. Brisbane Festival supports talented arts practitioners regardless of experience. Apply if you believe you meet the criteria, even if you don't tick every box. We consider all applications. Research shows people often hesitate if they don't meet all criteria. Don't let that stop you – reach out. We'd love to chat and see if you're a great fit.

Brisbane Festival is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.

APPLICATIONS CLOSE 5:00 PM Monday 9 December 2024.

Privacy

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

3.3 Information for job applicants (including volunteers)

3.3.1 collection of your personal information

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

Name; Residential address; Postal address; Telephone numbers; Email address; Employment history; Educational background.

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in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

3.3.2 Use of your personal information

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

3.3.3 Disclosure of personal information

In considering your application, it may be necessary for us to disclose some of your personal information to third parties to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.