

ARTRAISE

POSITION DESCRIPTION

FINANCE ASSISTANT

POSITION TITLE: FRINGE WORLD Finance Assistant

DEPARTMENT: Finance

TERM: Fixed-Term, Full-Time

REPORTS TO: Senior Accountant

DIRECT REPORTS: None

SALARY In line with skills and experience

WHO ARE WE

ARTRAGE Inc. is a not-for-profit charity and one of the oldest arts organisations in Western Australia. We Make Perth Better.

For forty years, ARTRAGE has developed and presented numerous key cultural events and festivals including much-loved Rooftop Movies (est. 2012), Girls School Cinema (est. 2018) and FRINGE WORLD Festival (est. 2011).

WHAT WE STRIVE FOR

OUR PURPOSE is to enrich and evolve the culture of Western Australia.

OUR VISION is to embed ARTRAGE events in the hearts and minds of all Western Australians.

OUR MISSION is to provide enduring benefits for artists, audiences, and a diverse family of stakeholders through providing events with a global appeal.

ROLE OVERVIEW

The Finance Assistant will assist the Finance Team in processing payroll and payments over the course of our peak FRINGE WORLD period.

This is a fixed-term contract, beginning on 6 January 2025 and ending on 28 March 2025.

ROLE DUTIES

FINANCIAL

- Accounts payable and accounts receivable entry and reconciliations
- Assist with the management of the expense and invoice payment process
- Bank reconciliations
- Credit card reconciliations
- Other duties as required

PAYROLL

- Preparation and processing of fortnightly payroll
- Assist managers with Deputy rostering system
- Preparation and payment of superannuation
- Employee payroll enquiries

ARTIST SETTLEMENTS

- Oversee the processing of settlement payments to artists and venues after the annual Fringe World Festival

TEAM AND DEVELOPMENT

- Foster the development of positive and communicative working relationships.
- Embrace the company's values in all areas of work.
- Be pro-active in your approach to problem solving and have a 'can-do' attitude towards all interdepartmental requests and requirements.
- Undertake any other duties assigned by the company's management team, which might reasonably be deemed to be within the scope of the role and having regard to the skills and qualifications relating to the role.

QUALIFICATION, EXPERIENCE AND SKILLS

Desirable

- Qualifications (or working towards) in commerce, arts or business management
- Experience with use of ProSpend (Expense Manager), Deputy and Asana software systems
- Experience in the arts and culture or not-for-profit sector
- Proven ability to work under pressure as well as plan and prioritise workload
- Ability to work effectively in a team

APPLICATION PROCESS

In your application, please provide:

- A cover letter (max 2 pages) that addresses the Skills and Experience required for the role;
- Confirmation that you have read and can accept the contract start date as listed; and
- A current resume with contact details of two professional referees.

Application closing date: **5pm AWST 29 November 2024**

To apply for the position, email your application to accounts@artrage.com.au with Finance Assistant in the Subject heading before the application closing date.

Applications received after the closing date will not be accepted.

Applications can only be sent via email as MS Word or Adobe PDF files with a total size of no more than 2MB. Do not attach ZIP or password protected files.

If you are unable to submit an application online or if you have any questions or queries regarding the application process or position, please email us at hello@artrage.com.au or call us on (08) 9227 6288.

By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.

Applications received after the closing date will not be accepted, ARTRAGE reserves the right to close the role early if the preferred candidate is found.

WHAT TO EXPECT NEXT

If your application is shortlisted, you will receive a phone call to discuss your skills and experience and you may be invited to attend an interview either online or in person at our office.