BLACK SWAN STATE THEATRE COMPANY

POSITION DESCRIPTION

POSITION: Finance Administrator
STATUS: Permanent Part Time (0.6 FTE)
LOCATION: Western Australia
REPORTS TO: Finance Manager
DIRECT REPORTS: Nil

POSITION SUMMARY

The Finance Administrator works closely with the Finance Manager to provide support in undertaking the day-to-day financial transactions for the company.

ORGANISATIONAL CONTEXT

Black Swan's vision is to connect artists and audiences through the power of theatre to entertain, challenge and inspire. We create exceptional, high-quality theatre that speaks to the world from our unique WA culture, landscape and moment in time.

Since its inception in 1991 under founding Artistic Director, Andrew Ross, Black Swan has been celebrated for its original theatrical works, Western Australian stories, site-specific and promenade productions, Perth Festival presentations, extensive national and international tours, and cross-cultural collaborations that uplift and celebrate Aboriginal artists.

We aim to remain true to this indomitable and inspired spirit to nurture works that reflect imaginatively on Black Swan's place and time in bold and uncompromising ways, in ways that will make people take notice, and in ways that will endure.

As the Finance Administrator, you will play a pivotal role in supporting the day-to-day operations within the dynamic and creative environment of the organisation, ensuring efficient administrative processes and contributing to the success of our productions.

KEY RESPONSIBILITIES AND DUTIES

Credit Card Reconciliation

- Monthly reconciliation of credit card transactions, including downloading transactions, distributing to staff for coding, completion of spreadsheets, collation of receipts, and transfer of data to MYOB.

Petty Cash and Production Advances

- Monthly reconciliation and transfer of data to MYOB.

Bank Feeds

- Download daily reports from Tessitura.
- Transfer transactions to MYOB via bank feeds.
- Reconcile daily transactions.

Creditor Invoices

- Data entry of invoices into MYOB.
- Supplier statement reconciliations.
- Preparation of invoices for payment.
- Credit applications.

Other Finance Duties

- Filing and archiving.
- Staff reimbursements.
- Production advances.
- Maintain Cabcharge register.
- Customer invoicing.
- Assistance with month end tasks.
- Assistance with year end tasks and audit sampling
- Other general accounting or administrative tasks as required.

ORGANISATIONAL RELATIONSHIPS

The role sits within the Finance Department and liaises across all departments, as required.

Reports to: Finance Manager

Key internal relationships: Head of Finance, Chief Operating Officer, Company Manager, Ticketing and Customer Service Manager, Head of Production

Key external relationships: Bank, creditors, suppliers, venue management team.

SELECTION CRITERIA

Essential

1. A proven high level of proficiency using MS Office programs, such as Excel and Word.
2. Ability to work in a busy environment, with a small team and prioritise tasks.
3. Very high level of accuracy, efficiency, and attention to detail.
4. Excellent interpersonal and communication skills.

Desirable Criteria

1. Relevant bookkeeping experience.
2. Working knowledge of MYOB or similar
3. Knowledge of the performing arts industry.

PHYSICAL AND PSYCHOSOCIAL REQUIREMENTS FOR THE ROLE

	Physical	Psychosocial
Ability to work to time pressures/deadlines		✔
Ability to sit for long periods	✔	
Ability to operate a computer for long periods	✔	
Ability to collaborate and effectively communicate with colleagues		✔
Ability to operate in a sometimes fast-paced and demanding environment		✔
Adaptability, flexibility, and resilience in the face of challenges and uncertainties.		✔
Ability to exercise discretion and maintain security of sensitive or confidential information		✔
Ability to prioritise workload in order to meet constant and immovable deadlines.		✔
Accute awareness of possible cyberattack, phishing or scams.		✔

This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.