

POSITION DESCRIPTION

Position: Director of Finance

Contract: Full Time

Reports to: Executive Director

Commencement date: 1 July 2019

POSITION PURPOSE

Currently undergoing unprecedented growth, the Director of Finance is a crucial role as it leads on all QB finance and investment matters associated with the annual operations, capital projects and endowment. As an integral part of the Senior Leadership Team, the Director will lead the finance department, guide the fiscal needs of the organisation and provide extensive company secretariat support to the Queensland Ballet Board of Directors as required by ACNC, the Company's constitution and any other relevant legislation or regulation. The Director of Finance will work closely with all the Board Committees to deliver agreed outcomes including financial and governance matters relating to all QB endeavour.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with performances in Brisbane, tours around Queensland, Australia and the world, and a far-reaching community engagement program: creating magic, enriching lives.

The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer a full range of training and community access programs, including public dance classes. We are committed to providing a pathway for young talent through our Academy programs and dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire. With bold and confident ambitions for the future, including a three site: one vision strategy for our home infrastructure, we proudly build upon the legacy of many creative and gifted artists and arts-enablers who have been part of the Company's rich history since 1960.

PRINCIPLES OF COMMITMENT

With bold intentions to be unconstrained we will create magic and enrich lives by delivering across four core pillars: Artistic, Academy, Arts for All and Cultural Spaces.

Influenced by ***five principles of commitment***, all that we do and all that we are will remain true to the four core pillars:

1. **World class in all that we do** – We will connect with international best-practices to inspire impactful excellence on stage, in studio, in business and in community.
2. **Creative in every endeavour** – We will nurture our artform, artists, students and arts workers by remaining nimble and open to possibilities.
3. **Queensland in our hearts** – We will celebrate our growing state and share its developments and spirit on the world stage.
4. **Wellness across society** – We will research, develop and deliver initiatives that positively impact all dimensions of wellbeing; social, cultural, emotional, physical, environmental and intellectual.
5. **Sustainable practice** – We will build a resilient ‘business of ballet’ that anchors all of ballet’s potential in longevity and legacy.

REPORTING RELATIONSHIPS

This position reports to the Executive Director. The Head of Finance is a direct report.

As Company Secretary, the Director of Finance is accountable to the Board through the Chair on all governance and risk matters.

KEY RESPONSIBILITIES

1. Design, support and deliver KPIs within the Strategic Plan with the Senior Leadership Team.
2. Provide insight and recommendations to the Board, Executive Director, Artistic Director and Deputy Executive Director based on financial analysis and risk mitigation strategies across the whole QB strategy and operation, including
 - Budgetary planning and cost management
 - Engaging the Senior Leadership Team to align financial management with short- and long-term financial planning and projections
 - Facilitating an agile business environment by reviewing finance systems and processes and implementing an Enterprise Resource Management system working with the Business Transformation project team
 - Providing coordination in the administrative, business planning, taxation, accounting, and investment efforts of the organisation
 - Overseeing the approvals and processing of revenue, expenditure, position control documents, business unit budgets, ledger and account maintenance
 - Leading enhancement of financial literacy throughout Queensland Ballet to facilitate accountability and buy-in.
3. Coordinate the preparation of financial statements, financial reports, special analyses, and information reports as required by the Board, Executive Director, Artistic Director and Deputy Executive Director:
 - Review, develop, implement and manage all finance, accounting, billing, records management and auditing practices and procedures

- Establish and maintain appropriate internal control safeguards
 - Proactively implement good governance practices and advise the Board and Executive/Artistic Director on compliance and performance matters
 - Understand the organisation's statutory and stakeholder obligations, ensuring requirements of the organisations' regulators are met
 - Provide or procure advice for the Board regarding the application of all financial, legal and regulatory requirements.
4. Working closely with the Artistic Director, Executive Director, Deputy Executive Director, Chief Ballet Master/Director of Artistic Operations and Head of Company Management, inform the preparation and negotiation of matters associated with major artistic investments including co-productions and asset purchases.
 5. Lead on the development of governance and investment strategy around QB Foundation and QB Endowment Fund/s.
 6. Provide company secretariat services to the Board as required by ACNC and the Company's constitution.
 - Ensure that QB complies with its statutory obligations under any relevant laws and legislation.
 - Statutory records.
 - Ensure completion and lodgement of statutory forms/returns and reporting under the ACNC, Arts Queensland and Australia Council for the Arts.
 - Board meetings – arrange/coordinate, set agendas, compile and circulate papers to Board Directors prior to meetings, ensure minutes are taken, initiate and direct action to give practical effect to Board Directors.
 - Assist with/attend to the signing of contracts and other administrative documentation.
 - Ensure adherence to the Company's Constitution.
 - Assist the Chair and Board Directors in the conduct of meetings and their directorial and governance obligations and responsibilities.
 - Establish a timetable of corporate actions required during the year pursuant to the ACNC.
 - Prepare a company secretarial report to the Board of Directors' meetings covering such areas as Directors' Interests, changes in applicable laws/regulations.
 - Annual accounts – assist with compilation, provide information for Directors' Reports & Notes and ensure timely lodgement.
 - Annual Report – prepare sections covering ACNC requirements, generally assist with compilation and ensure timely lodgement with ACNC and arrange distribution to members and stakeholders.
 - General Meetings – arrange AGM and any other extraordinary general meetings), give due notice, prepare agenda, compile briefing notes for Chair to conduct meetings, manage proxy votes and ensure minutes are taken.
 - Prepare a corporate governance manual for Board Directors/Management.
 - Stakeholder relationships particularly with Arts Queensland and Australia Council for the

- Arts.
 - Liaise with accountants, lawyers and other professional advisers in relation to various corporate matters.
 - Other matters are reasonably required by the Board of Directors from time to time.
- 7. Develop and implement the Company's risk management plan, communicate expectations and obligations through Senior Leadership Team and monitor and report on performance to continuously improve the risk profile of Queensland Ballet.
 - Identify and detect potential threats to brand reputation, financial sustainability, operational efficiency, workforce investments and safety to fully develop a shared understanding for the Company's risk exposure
 - Oversee the conduct of regular risk assessments and preparation of all documentation related to reducing the Company's risk profile as guided by associated standards, practices, laws and industry frameworks.
 - Provide regular risk analysis reports to the Board complete with actionable plans for avoidance or prevention of threats at all levels
 - Lead implementation of risk mitigation programs and whole of Company learning to facilitate accountability and buy-in across business areas so that an ethos of continuous improvement drives the implementation and maintenance of the Company's risk management plan.
 - Develop and implement insurance strategies and financing techniques to appropriately deal with potential threats.

SELECTION CRITERIA

1. Bachelor's Degree in Business or Commerce and CPA / CA qualifications and GAICD or similar corporate governance qualification.
2. Demonstrated experience at Director of Finance or CFO level in a NFP or similar organisation with experience reporting to a Board or Committee of Management. Comprehensive knowledge of government funding for the NFP arts sector would be highly regarded.
3. An entrepreneurial, hands-on manager with a collaborative and flexible style combined with the integrity and desire to work in a dynamic, vision inspired environment; also, an adaptive team player committed to lifelong learning.
4. Strong analytical skills and the ability to transfer strategic vision into a financial model to enable the achievement of Company goals while minimising risk.
5. Extensive experience in strategic planning and execution and achieving successful organisational change including skill in examining, developing, reengineering, and recommending solutions to achieve unprecedented growth.
6. Demonstrated knowledge of finance, accounting, budgeting, cost control principles, and federal and state financial regulations, with the ability to analyse financial data and prepare financial reports, statements, and projections.

7. Demonstrated experience in managing areas of major risk to the organisation particularly cost controls.

GENERAL INFORMATION

Recreation Leave 20 working days per year (pro rata). Accrued leave may be taken with the agreement of the Executive Director at any time of the year, subject to the demands of the position.

Personal/Carer's Leave Ten working days per year (pro rata)

Probationary Period Six months from commencement.

Hours of Work Office hours are nominally 9.00 am to 5.00 pm, Monday to Friday but the appointee is regularly required to be available to work at performances and functions after hours and on weekends.

Salary will be negotiated with preferred candidate.

Superannuation is paid into the superannuation fund of your choice, currently at the rate of 9.5%.

APPLICATION PROCESS

To apply for this position, please forward a covering letter, current resume and statement addressing the selection criteria via mail to:

Candice Sheldon

Head of Human Resources

Queensland Ballet

PO Box 3791 South Brisbane QLD 4101

Or via email to: joinus@queenslandballet.com.au

Referees will be sought from candidates following the interview process.

Applications close 5pm Monday 20 May 2019. Applications received after this time may not be considered. Unsuccessful candidates will be notified via email on completion of the recruitment process.

For further information or for a confidential discussion please contact the Head of Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility and flexibility, we are committed to supporting you in your career with Queensland Ballet.