100 Aberdeen Street

Northbridge WA 6003

(08) 9328 1443

**Centre for Stories – Finance Officer**

**Position Description**

Position Title Finance Officer

Reports to Chief Executive Officer

Staff Reporting to Nil

Hours Part time, three days per week

**About Us**

Centre for Stories founded by John and Caroline Wood in 2015is an inclusive arts and cultural organisation that uses storytelling to encourage a more inclusive society and improve wellbeing.

Centre for Stories is a not for profit, registered charity with DGR status. It is a place where people gather to learn the craft of storytelling and to share stories. We are committed to telling stories that reflect the diversity of the human experience and bring communities together to engage in a conversation about issues that matter. With our help and support, people have spoken and written of love, loss, belonging, home and hope.

Our stories are shared online, at live events, in print publications, at dinners, festivals and in theatre productions. We hold events at our heritage home in Northbridge, collaborate with partner organisations locally and nationally, and take our storytellers to regional WA and national festivals. Our programs are funded by Australia Council, The Ian Potter Foundation, Lotterywest, State Library of Western Australia, Department of Local Government, Sport and Cultural Industries, Department of Foreign Affairs, and private donors.

**About the Role**

Centre for Stories is in a period of growth and it is an exciting time to be part of our team. We are seeking an energetic and skilled financial professional to join us. Currently this is a part-time position prorated to three days per week based at the Centre for Stories in Northbridge.

As Finance Officer you will report directly to the Chief Executive Officer and work closely with a small team of dedicated, dynamic and multi-skilled people who include writers, producers, festival curators and story trainers.

We are looking for someone who will work collaboratively with the team to develop and implement financial processes and policy, review funding applications and project costings, monitor expenditure, prepare reports and budgets. We welcome applications from people who are looking to make a positive and active contribution to the growth and development of the Centre for Stories.

**Key Duties include**

* Work closely with the team to ensure efficient and timely administration of payments to artists, receipts to donors and invoicing funding bodies and clients.
* Actively monitor and reconcile donations and event transactions in the finance system.
* Proactively monitor and communicate staff leave balances to CEO and staff.
* Prepare monthly financial reports and highlight any areas of concern to CEO.
* Prepare reports for quarterly Board meetings.
* Process month end standard journals and accruals to ensure income and costs are allocated to the appropriate projects and communicate any areas of concern to project managers.
* Prepare and lodge Superannuation, BAS and PAYG within deadlines.
* Liaise with Auditors during the annual financial audit process.
* Identify and allocate payments received from clients into the MYOB accounting system to ensure an accurate audit trail of transactions.
* Work with team to review charge out rates, project costings and staff time allocated to projects.
* Monitor actuals against budgets.
* Prepare annual budget for approval.
* Actively support preparation and submission of funding applications and support staff with the timely preparation and submission of funding acquittals.

**Selection Criteria**

**Essential**

* Minimum 2 years’ experience as an Accounts/Finance Officer and/or Assistant Accountant.
* Experience in MYOB and Microsoft Suite.
* High level of computer literacy skills, and the ability to produce a range of reports and documents relevant to the position.
* Payroll experience.
* A friendly, flexible positive and professional attitude in dealing with clients and staff.
* Excellent verbal/written communication and customer service skills.
* The ability to effectively work within a team, manage/handle changes in the work environment, workflow and operational requirements.
* Time management skills.
* Work independently and as part of a team.
* Knowledge of FBT Tax and FBT calculations.

**Desirable**

* Degree in Accounting and/or Business Management (or equivalent Qualification).
* Previous experience in not for profit or creative sector.
* Previous experience working with in a culturally inclusive work environment.

**Conditions of Employment**

* Salary $56,000 - $64,000 will be prorated to 3 days a week
* 10% superannuation.
* Two-year fixed term contract with possibility of ongoing employment.
* Four weeks annual leave will be pro-rated to 3 days a week.
* Additional paid leave from Christmas Day to the end of the first week of January.
* Working with a team that is committed to inclusion and embraces diversity.
* Three-month probationary period.

**How to Apply**

Please read and follow instructions carefully.

This position is open to Australian citizens and residents with permission to work full-time in Australia. Your application must include the following:

1. Cover letter addressing the selection criteria.

2. Copy of your CV including two referees.

We’re committed to a diverse and inclusive workplace and strongly encourage application from people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA+, culturally and linguistically diverse, or living with disability.

Please direct applications and queries to Claudia Mancini: info@centreforstories.com

**Closing date for applications is at 5pm (AWST) on Wednesday, September 22nd 2021.**