

## ACCOUNTANT INFORMATION PACKAGE

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## BIENNALE OF SYDNEY

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The Biennale of Sydney is a renowned exhibition of international contemporary art, the third oldest biennial in the world after Venice and São Paulo. Situated across multiple sites in Sydney, over nearly half a century, the Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,800 national and international artists from more than 100 countries including the work of 52 artists born or living in South-East Asia.

The Biennale of Sydney is committed to free access for all and serves people of all ages and cultures. In 2018, the 21<sup>st</sup> Biennale of Sydney attracted visitation of over 850,000. Independent research showed that 23% of visitors were international, 52% identified as culturally diverse, 20% speak a language other than English at home and 46% were aged under 35 years. This reflects the important place that the Biennale of Sydney holds in the life of Australia and in its engagement with the world.

## APPLYING FOR THE ROLE

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Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on **Friday, 7 June 2019**.

Your application must include:

- a cover letter outlining how your skills and experience match this role;
- a separate document responding to the essential criteria;
- certified copies and transcripts of qualifications;
- your remuneration expectation;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Note:

- Applicants must have the right to work in Australia
- Only shortlisted candidates will be contacted
- A police check will be conducted before appointment

Email to: [employment@biennaleofsydney.com.au](mailto:employment@biennaleofsydney.com.au)

Subject line: Application | **Accountant**

Or via post, marked 'Confidential' to:

**Peter Gregory**

Biennale of Sydney

Level 4 The Arts Exchange

10 Hickson Road

The Rocks NSW 2000

***Applications that do not address the selection criteria will not be considered.***

## ROLE STATEMENT

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<b>Position Title:</b>	Accountant
<b>Department:</b>	Finance and Administration
<b>Reporting to:</b>	Head of Finance and Administration / Company Secretary
<b>Direct Reports:</b>	N/A
<b>Contract term:</b>	Full time fixed term contract position until 31 December 2020 (with the possibility of extension)

## SELECTION CRITERIA

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Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, an interview and references, the Biennale of Sydney needs to be satisfied that the applicant meets the following criteria:

<b>Essential Criteria</b>	<ul style="list-style-type: none"><li>• Exceptional written and spoken communication skills</li><li>• Confidence and ability to liaise with national and international stakeholders at all levels</li><li>• Tertiary qualifications in business with CPA or CA qualifications (or working towards CPA or CA qualifications)</li><li>• An analytical mind with a keen eye for detail and a desire to probe further into data</li><li>• Negotiation skills and the ability to develop strong, positive working relationships</li><li>• Commercial and business awareness</li><li>• Ability to take initiative with a professional approach to work</li><li>• Proven experience with MYOB, Microsoft Excel and general computer skills (PC - Office and Windows packages)</li></ul>
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## DUTIES AND RESPONSIBILITIES

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<b>Financial Management and audit</b>	<ul style="list-style-type: none"><li>• Accurate and timely production of monthly management reports including meaningful variance analysis and commentary on performance against budget – for review by Head of Finance and Administration</li><li>• Prepare and process all general journals</li><li>• Assist in the development of the two year financial budget and monthly revised forecasting</li><li>• Production of draft annual statutory financial statements</li><li>• Processing of accounts payable and accounts receivable transactions</li><li>• Monitor, report on and collect aged debtors</li><li>• Monthly reconciliation of all balance sheet accounts</li><li>• Provide Department Heads and Managers with meaningful monthly variance reports used to monitor budgets and control spending within their departments.</li><li>• Process fortnightly payroll for 20 – 60 staff, including reconciliations as well as calculation and payment of PAYG taxes and superannuation</li></ul>
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# biennaleofsydney

	<ul style="list-style-type: none"> <li>• Complete annual ATO reconciliation and distribution of payment summaries</li> <li>• Monitor and report on cash flow, including placement of surplus funds</li> <li>• Preparation of workers compensation annual returns</li> <li>• Prepare and lodge GST/BAS returns on time</li> <li>• Produce individual artist projects reporting as required</li> <li>• Preparation of annual FBT return for review</li> <li>• Reconciliation and posting of all credit card, Uber, tolls, cabcharge and Opal card expenditures</li> <li>• Produce financial information for grant applications and acquittals as requested by the Development Team</li> <li>• Liaise with external auditors ensuring a smooth audit process</li> <li>• Monitor and report on monthly expenditure including travel by Artistic Director</li> </ul>
<b>Risk and Compliance</b>	<ul style="list-style-type: none"> <li>• Maintain accurate financial and statutory records in accordance with the appropriate legislation</li> <li>• Ensure all staff and stakeholders are aware of and adhere to financial policies and procedures</li> <li>• Monitor credit card usage for fraudulent transactions</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Assist in the operation of IT systems where directed ensuring that hardware, software and communications meet business requirements.</li> <li>• Monitor equipment performance and make recommendations for upgrades and replacements</li> </ul>
<b>Work, Health and Safety (WHS)</b>	<ul style="list-style-type: none"> <li>• All staff are required to take reasonable care of their own health and safety and that of other personnel (including volunteers and interns) who may be affected by their conduct</li> <li>• Participate in WH&amp;S Committee meetings, as required</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Successful delivery of the 2020 Biennale of Sydney</li> <li>• Demonstrates positive working relationships with all departments of the Biennale of Sydney</li> <li>• Accurate and timely delivery of all reports and functions</li> <li>• Satisfactory audit outcomes</li> <li>• Adherence to Biennale of Sydney policies and procedures</li> </ul>