



Position Description

Accountant/Finance Manager

Position Title: Accountant/Finance Manager

Location: JUTE Theatre Company, Cairns, Far North Queensland

Reports To: Artistic Director/CEO

Position Type: Casual

Hourly Rate: \$55 - \$85/hr

Hours: 12 - 15 per month (150 hrs/annum)

JUTE Theatre Company's Vision, Purpose, and Values:

Vision: A fearless world of empathy and compassion, inspired by the stories of our regional communities.

Purpose: To use the power of theatre to create moments for connection and change.

Values:

- Culture and Place: We honour the cultural heritage and place in all our work.
- Powerful Theatre: We create impactful theatre that resonates with diverse audiences.
- Unheard Voices: We amplify voices that are often unheard.
- Tenacity and Rigour: We work with perseverance and excellence.
- Audacity with Courage: We embrace boldness and courage in our artistic endeavours.

Purpose of the Role:

The Accountant/Finance Manager will ensure the financial integrity and accuracy of JUTE Theatre Company's financial operations. This includes overseeing the accuracy of annual budgets, reviewing and reporting on budget versus actuals, creating journals, supporting the financial acquittals of grants, developing End of Month finance reports for the board of directors, and presenting financial updates to the board every second



board meeting. The role is crucial for maintaining transparency, accountability, and informed financial decision-making within the organisation.

Key Responsibilities:

1. Budget vs Actuals:

- Monthly review and comparison of budget projections to actual financial performance.
- Identify and explain variances between budgeted and actual figures.
- Provide recommendations for budget adjustments and financial improvements.
- Upload budgets into our accounting system (Calxa and Xero).

2. Journal Creation:

- Prepare and post journal entries to ensure all business transactions are recorded accurately (including allocation of salaries to project codes).
- Maintain and reconcile general ledger accounts.

3. Grant Financial Acquittals:

- Review financial acquittals of grants ensuring all expenditures comply with grant requirements.
- Assist the Office Administrator in preparing and submitting financial reports for grant acquittals in a timely manner.

4. End of Month Finance Report:

- Complete the End of Month finance reports for review by the board of directors.
- Refine End of Month reports as necessary to provide concise and graphically appealing information to the board of directors.
- Ensure reports are accurate, detailed, and presented in a clear manner for board review utilising the JUTE Theatre Company EOM Dashboard structure.

5. Board Presentations:

- Present financial reports and updates to the board of directors quarterly.
- Provide clear explanations and insights into the financial status of the company.
- Answer any questions and provide additional information as required by the board.

6. Annual Financial Statements:

- Prepare the financial statements for the annual audited report.

Qualifications and Experience:

- A degree in Accounting, Finance, or a related field.
- Professional certification (CPA, CA) is preferred.
- Proven experience in accounting and financial management, preferably within the arts or not-for-profit sector.



- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Experience with financial acquittals for grants is an advantage.
- Experience with accounting for an Arts Not-For-Profit is an advantage.
- Proficiency in accounting software (Calxa & Xero) and Microsoft Office Suite, especially Excel.
- Excellent analytical skills and attention to detail.
- Strong communication skills, both written and verbal.
- Ability to work independently and meet deadlines.
- Big 8 accounting firm experience is an advantage.

Key Attributes:

- Strong ethical standards and integrity.
- Ability to analyse financial data and provide strategic recommendations.
- Proactive and able to take initiative.
- Effective time management and organisational skills.
- Team player with a collaborative approach to work.
- Ability to work remotely and independently.

Application Process:

To apply for the position of Accountant/Finance Manager at JUTE Theatre Company, please submit your resume and a cover letter outlining your relevant experience and why you are interested in this role to Nadia Thompson, Office Administrator, E: nadia@jute.com.au

Closing Date: 15 August 2024

Role Commencing: September/October 2024

Contact Information:

For further information, please contact Nadia Thompson, Office Administrator, E: nadia@jute.com.au

We look forward to receiving your application and potentially welcoming you to the JUTE Theatre Company team!