

POSITION DESCRIPTION

Position:	Business Manager
Type of Appointment:	Permanent Part Time 24-month Fixed Term Contract
Salary:	Up to \$65,000 p.a. pro rata 0.80 of a Full Time Equivalent (\$52,000)
Superannuation:	9.5% of salary up to 30 Jun 2021, 10% of salary from 1 July 2021
Responsible to:	General Manager Music SA
Location:	St Paul's Creative Centre, 200 Pulteney Street, ADELAIDE

Purpose of Position:

To help Music SA be a financially sustainable not-for-profit organisation, that is run in an efficient and effective manner, with a healthy and happy corporate culture.

Position Objective:

The Business Manager is responsible for delivery of organisational services, projects and initiatives that support the effective and efficient running of Music SA. This will involve identifying, initiating and managing activities and projects to support Music SA's aims in the areas of governance, administration, finance, IT, assets and Human Resources. The incumbent will work very closely with the General manager in an advisory and service role.

Key Responsibility Areas:

1. Comprehensive bookkeeping using Xero, including creditors, debtors and BAS Statements
2. Payroll using Xero, including timesheet processing, leave balances, PAYG and Super
3. Assistance with RTO compliance and regulation via the Student Record Database
4. Music SA company compliance and regulation (ASIC, ACNC, Work Cover, ATO etc)
5. Monthly board reports (Profit and Loss, Balance Sheet and Aged Receivables)
6. Annual budget in conjunction with General Manager
7. Cashflow reporting in conjunction with General Manager
8. IT strategy and implementation in conjunction with the General Manager
9. Monthly software subscriptions and licences
10. Website hosting services and cloud based email accounts
11. Hardware acquisition and security
12. Training room storage and general records storage
13. Policy Register
14. Asset Register
15. Grants Register
16. Training enrolments
17. Insurances
18. Preparation of Financial Statements for the Annual Report
19. Liaison with external auditor and Treasurer during annual audit
20. Minutes of Board Meetings
21. Office consumables, staff amenities and staff team building activities
22. Running of fundraising activities as and when required

Music SA Team Values:

In the work that we undertake and the people we service, the staff of Music SA aim to behave in accordance with values that we think are important:

- Leadership – *advocating for a strong industry and helping others to achieve success*
- Accountability - *being responsible, owning mistakes, acting honestly*
- Professionalism - *showing respect, inclusivity and working ethically*
- Optimism - *being positive and grateful*
- Service - *making sure each person's interaction with Music SA is a happy one*
- Learning - *taking an interest in acquiring new skills and keeping abreast of change*
- Achievement - *aiming to succeed in everything we do and celebrating what we achieve*

Music SA Team Behaviours:

- Respect the office environment by helping to maintain equipment, facilities and supplies in a safe and clean condition
- Promote awareness of and compliance with anti-discrimination principles and practices
- Communicate with respect, discretion and diplomacy
- Participate in planning processes by asking questions and contributing ideas
- Participate in an annual performance review by preparing and discussing achievements and future job objectives and desires
- Keep abreast of technology and customer/job demands by undertaking relevant training
- Devote set times to attend regular staff meetings
- Respect for First Nations peoples and their traditional beliefs
- Celebrate individual and team achievements and have fun
- Be a helpful team player by answering phones, cleaning common areas, and working on other peoples' projects where possible
- Commit to working safely, comply with Child Safe practices and adhere to COVID rules

Essential Requirements:

1. Willingness to acquire knowledge of the SA music industry.
2. Post-secondary qualification in business, accounting, bookkeeping or commerce.
3. Demonstrable experience in bookkeeping, payroll, IT and office administration.
4. Proven ability to communicate with and mentor people from diverse backgrounds (artists, practitioners, students, stakeholders, staff and board members), and being able to demonstrate diplomacy, discretion and good humour as circumstances require.
5. Proven high level of literacy, computing skills and database management.
6. Proven ability to prioritise work and complete tasks on time with minimum supervision.
7. Understanding of profit margins, budgeting, cash flow, revenue and expense control and management of invoicing and debtor control
8. Commitment to programs and projects underpinned by access and equity principles.
9. Willingness to think creatively to develop innovative business solutions.
10. Working knowledge of board and corporate governance and experience taking meeting minutes.
11. Proven ability to be a generous and reliable team player.
12. Understanding of work health and safety and COVID prevention.

Special Conditions:

- A computer and office resources will be provided.
- Flexible hours can be negotiated.
- The incumbent will be based at the Music SA office at St Paul's Creative Centre.
- No overtime, however out-of-hours work will be rewarded with time off as negotiated beforehand with the General Manager.
- Professional development is encouraged and will be provided at no cost as negotiated with the General Manager.
- The incumbent will be subject to a 6-month probation and an annual performance appraisal.
- No on-site parking but Music SA is located close to public transport routes.
- Working With Children (Police Check) required.
- There is no guarantee of ongoing employment at the completion of the fixed term contract.
- Entitlements such as annual leave and personal leave are in line with the Fair Work Act.

Important Information:

Please email a strictly one-page cover letter and a two-page resume to hr@musicSA.com.au and put the word "Business Manager" in the subject line.

Applications open: Monday 26 October 2020

Applications close: Friday 6 November 2020

Position Starts: Negotiable depending on incumbent's availability

All applications will be acknowledged with a return courtesy email.

Please note that due to the expected high number of applications, **only shortlisted applicants will be further contacted for an interview by Friday 20th November 2020.**

Thank you and good luck!