



adelaide symphony orchestra

SENIOR ACCOUNTANT

JOB & PERSON SPECIFICATION

MAY 2018



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Position Description – Senior Accountant - 0.4 FTE

Across its 80-year history, the Adelaide Symphony Orchestra (ASO) has been there to corroborate life and contribute positively to our identity as a state. Today we Adelaideans pride ourselves on our commitment to the arts, yet in 1936, when the ASO first formed as a 17-player radio ensemble there was little arts infrastructure to support a professional orchestra.

Today the ASO plays a major role in Adelaide's cultural and economic vibrancy. Our community is enriched through more than 70 world-class performances to more than 80,000 diverse concertgoers each season. And our comprehensive Learning Series for schools and families directly touches the lives of more than 12,000 children, thereby forging a special connection to music from a young age.

ORGANISATIONAL CONTEXT

Department: Finance

Reports to: Managing Director

Direct Reports: Accountant

Key relationships: Senior Management, Board, Accountant, Director Artistic Planning, Operations, external agencies and organisation's

POSITION SUMMARY

The Management Accountant is responsible for corporate management and statutory reporting. The position is expected to build effective working relationships with key stakeholders and will identify and implement strategic initiatives and provide relevant financial information to Senior Management and the Board.

To support the ASO, the Finance team is committed to implementing effective financial and commercial practices within the following fundamentals.

- Customer relationships
- Specialist expertise
- Operational excellence
- Continuous improvement
- Sustainable financial performance
- Agility and adaptability
- Commercial acumen and risk management

KEY RESPONSIBILITIES

- Provide financial leadership to key stakeholders regarding the strategic and operational objectives of the ASO, and to influence decision making to achieve a favourable outcome for the ASO.
- Responsible for leading project work and deliver outcomes, including statutory regulations and reporting requirements.
- Identify and implement strategic initiatives that continually improve the delivery and efficiency of the accounting function for the ASO.
- Facilitate and consolidate the annual budget and quarterly forecast processes including planning, control and management of the processes. The budget and quarterly forecast process includes the preparation of timely and accurate analysis and strategic advice.
- Preparation and reporting of identified financial information, annual financial statements and statistical information in accordance with agency reporting guidelines, treasurer's instructions and accounting standards.
- Develop and present financial management updates to the ASO.
- Ensure compliance with legislative and quality finance frameworks.
- Review, develop and maintain appropriate tools to enable:
 - Financial Analysis including costing
 - Financial Modelling
 - Trend analysis
- Provide high quality service and information, by working closely with key stakeholders. This involves the preparation of papers for Senior Management and the Board.
- Provide professional and expert advice related to key business decisions to senior staff.
- Build partnerships with the Accountant and Accounts Coordinator to improve timing and quality of management reporting to assist the development of financial analysis.
- Contribute to a collaborative and high performance culture, working together in a harmonious team environment and with a commitment to knowledge sharing.

The duties as specified above may be altered in accordance with the changing requirements of the position.

SELECTION CRITERIA

Essential

- Graduate qualifications in a relevant discipline with experience in a leadership role, including relevant memberships to CPA Australia, Institute of Chartered Accountants in Australia or equivalent.
- Substantial experience in preparation and analysis of budgets, forecasts, financial statements and other financial information.

- Demonstrated flexibility, initiative and ability to operate strategically within a busy and complex environment, to deal effectively with competing demands and to produce high quality responses within limited timeframes.
- Excellent written and verbal communication skills to enable the effective synthesis of relevant information, the provision of high quality written reports and the ability to negotiate and influence internal and external stakeholders.
- Demonstrated problem solving and analytical skills.
- Demonstrated quality assurance skills and a technical understanding of Australian Accounting Standards in all aspects of financial reporting.
- Demonstrated experience in continual improvement in financial and management reporting.
- Demonstrated high level customer service approach.

Desirable

- Some out of hours work may be required

Expectations

- Employees are required to read, understand and comply with all ASO policies, procedures and reasonable direction.
- To effectively contribute towards the ASO values of **Excellence, Community, Bravery** and **Passion**, each staff member is expected to demonstrate the following key behavioural attributes:
 - establishes credibility, is honest, reliable, accountable, agile and responsive
 - is outcome and customer focussed by demonstrating initiative and delivering results
 - through logical, creative and innovative thought, provide solutions in a timely, transparent and consultative decision making matrix
 - during interactions and communications display clarity, diplomacy, persuasiveness and sensitivity
 - to influence and mobilise others, work effectively and collaboratively with key stakeholders and target audiences by displaying conviction and resilience

Work Health and Safety

Effective work health and safety management requires a commitment from everyone in the workplace to make it safe. To do this successfully, ASO employees are required to understand their responsibilities and how to meet them by:

- Taking reasonable care of their own safety and ensure that they don't adversely affect the health and safety of anyone else
- Following reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others
- Report all identified work place hazards and incidents
- Take action where a need for improvement is identified

Performance Development and Management

- Effectively participate in the ASO's Performance Development and Management process



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by email to 23098@hender.com.au

Telephone enquiries are welcome and may be directed to Andrew or Lucy Dinnison-Mitchell on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.