

Position title: Finance and Administration Manager
Based at: Critical Path, The Drill Hall, Rushcutters Bay
Reporting to: Director
Rate of pay: \$52,000 (65,000 pro rata) plus superannuation
Days per week: 4 days/week
Starting: 9 January 2023

We are seeking a dedicated, focused and rigorous person to join our small team.

Who we are

Critical Path creates spaces for independent choreographic practitioners to pursue their practice without immediate recourse to production. The core of our work is artistic research and development opportunities. CP provides perspective on practice and tools for interrogation.

From our home in Sydney we work across NSW, with national partners and contexts and internationally to provide the frameworks and inputs for dancer makers and choreographers to reflect, explore, experiment and exchange. Our programs are a catalyst for ideas and processes that expand and strengthen artists' practice and the wider sector. Critical Path nurtures diversity and excellence in a supportive critical environment.

<http://criticalpath.org.au/about/>

The Role

As a key member of a small team, you will develop and deliver the structures and mechanisms to keep the organization running: to manage the office, our studio at the Drill and our accounts. You will be the first point of contact for the organization and work with the team to ensure legal and governance requirements are met.

You will take the lead on financial management, reporting to the Director (CEO); providing effective financial management day to day and against agreed budgets, quarterly reporting and the annual audit with the support of CP's Treasurer.

You will manage the operational aspects of Critical Path including office, Drill studio, and board. This includes line-management of any interns & volunteers. You will oversee an agreed marketing plan, working with CP's team to ensure delivery.

Key Responsibilities

Finance

Banking and financial record keeping in consultation with the Director and Treasurer, including day to day processing;

- Coding of payment invoices in MYOB
- Raising sales invoices as required
- Preparing and processing fortnightly payment runs
- Preparing bank and account reconciliations
- Project set up and maintenance in MYOB in conjunction with project managers

Preparing financial reports for the Board, and support Director in key stakeholder reporting

- Deliver the financial and related statistical elements for reporting to funders
- Ad hoc reporting as required

Administering the annual financial audit

- Ensuring end of year financial reporting delivered on time and accurately, with correct supervision
- Managing and administering the annual financial audit relationship and related materials

Working with the Director to prepare the annual budget and project/program budgets

Administration

- Implement and maintain office systems. Respond to and handle all enquiries relating to the core business and manage general office administration duties.
- Coordinate the governance of the organisation including attending Committee meetings, taking and distributing minutes and meeting government requirements.
- Work with the Director and Producers in drafting funding applications and acquittals, and associated budgets. Support the research of funding and fundraising opportunities.
- Co-ordinate the delivery of the Critical Path e-news and other marketing outputs.
- Co-ordinate and maintain the Critical Path database.
- Provide administrative support including drafting selected contracts, carrying out inductions, and facilitating smooth project completion and evaluation.

What we are looking for

You should have experience of relevant project, office, financial or other related management and delivery. Proactive, you will be confident to take forward work against agreed objectives and make appropriate decisions. Whilst self-motivated, you should be able to work as a part of a team in a cooperative and creative environment.

Financial processing and reporting knowledge and experience (we use MYOB). Excellent written and verbal communication skills with the ability and interest to work with stakeholders with diverse backgrounds and from different contexts. Excellent attention to detail and flexibility; ability to multi-task, problem solve, and work within a high pressure, live environment. You have strong IT skills.

Why join our team

Critical Path has a very small team (Director, Finance & Administration Manager, Producer and First Nations Artist-Curator) all part-time. Each team member understands, supports and on occasion covers the role of the other. This offers a dynamic opportunity for growth and experience within a lead organisation in the Australian arts sector. The supportive and strong relationships offered by the team is a key attraction to working with CP.

The organisation delivers critical research and development opportunities to the independent choreographic sector with the team having regular direct contact and relationships across NSW and beyond. The role holder works across all aspects of financial and organizational management and delivery, and communicates with a range of people - artists, industry, media and funding stakeholders. This diverse hands-on experience offers an engaging working environment.

It is an important role that supports the strategic aims and sustainable development of the company.

To apply please email an **EXPRESSION OF INTEREST** (outlining your suitability for the role and your reasons for applying) with your **CV** and **TWO REFEREES** to CP's Director Claire Hicks:

director@criticalpath.org.au by **10AM AEDT, 12 December 2022**

INTERVIEWS will be held on **Thursday 15 December 2022**

If you have any questions please email us.