VULCANA

Job Title: **Finance Officer** – Part Time
Salary: **$36.94**/ hour + super ($73,000 pro rata)
Hours: 15.2 hours (2 x 7.6 hours) per week - flexible hours can be
                           negotiated however must be available to process fortnightly
                           payroll
Employment Conditions: 4 weeks annual leave (pro rata)
Contract: 1 year with option to renew

Vulcana vision – To be bold, brave and daring
Vulcana purpose – To be a space of transformation
Vulcana respects diversity and the feminist principles of equity and inclusion which are central to all our work and the starting point for engagement with students, participants, communities and artists. We work with marginalised genders – women, trans and non-binary adults, and young people of all genders.

Position context
The Finance Officer is part of small part-time team that work collaboratively and independently to manage a large program of activities that ranges from workshops to public performance projects. Vulcana manages its own leased venue that aims to be a hub for arts activities in the south Brisbane region as well as supporting our own activities. Financially Vulcana is supported by income generated by workshop sales, government funding both organisational and project based, and a growing fundraising portfolio.

The role of a Finance Officer is critical to the ongoing success of Vulcana and future growth of the organisation. They are responsible for ensuring that all financial and compliance matters are handled responsibly and legally.

You would be responsible for the financial management of Vulcana Circus, managing budgets, invoicing and expenditure. You are experienced in accounting and financial policies. You are also responsible for maintaining good communication with Vulcana team members, Vulcana management, clients, and other stakeholders.

Training and support is available at the beginning of your employment in systems and apps relevant to your role.

www.vulcana.org.au

Duties include:

- Manage financial systems and ensure accurate substantiation, timely recording and consistency of accounts
- Develop, manage and report on annual budgets to internal and external stakeholders
- Accounts receivable and payable functions
- Staff payroll and compliance with PAYG, STP and superannuation
- Preparation of monthly financial reports.
- Other compliance activities including GST preparation and lodgement, yearly audit management and other regulatory nonprofit reporting.

Essential Skills required:

- Proven experience of 5 years or more in a similar role.
- Sound skills in Microsoft Excel and Xero accounting package.
- Excellent written and verbal communication
- Strong attention to detail and proven understanding of compliance activities
- Proven ability to manage time and meet competing priorities and deadlines
- An ability to think broadly, take a whole of organisation view and see beyond "just the numbers".
- Self-motivation and the ability to work autonomously and collaboratively as part of a small team
- Willing to learn and be open to tasks at varying levels.

Desirable:

- Experience in the nonprofit and/or arts sectors.
- Exposure to third party apps which integrate into the accounting system. Vulcana uses Deputy for payroll and other apps for scheduling.
- Knowledge of financial regulations and laws: to comply with all relevant economic rules and regulations in Australia, including ensuring that financial records are accurate and up-to-date.

Application process

Application due by Monday 6 October. Position to commence as soon as possible in 2024. We strongly encourage applications from women, trans and non-binary people.

Applications via the Ethical Jobs portal preferred
https://www.ethicaljobs.com.au/members/vulcana/finance-officer

Alternative application process:
Please provide a cover letter that addresses the criteria above including any qualifications you have in financial management and your resume and email to admin@vulcana.org.au

www.vulcana.org.au