



POSITION DESCRIPTION

Position	Financial Accountant
Department	Corporate Services
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Award classification	Administration Grade 4.2
Remuneration	\$96,950 pa, plus 12% superannuation
Terms of engagement	2 years fixed term in a full time (1.0 FTE) capacity
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	August 2026
Approved by	Chief Executive Officer & Creative Director

ABOUT GEELONG ARTS CENTRE

We curate, support and present a diverse range of music, theatre, comedy and dance performances, as well as important cultural and arts practice dialogue, workshops, developments, community experiences and free public activations. Our work seeks to welcome every person in our community to engage, learn and express their creativity, making art a universal experience.

Geelong Arts Centre is the cultural heartbeat of Victoria's second-largest city. Established in 1981 as a Victorian Government statutory agency, we have evolved into Australia's largest dedicated regional performing arts complex. A landmark \$140 million redevelopment, completed in August 2023, quadrupled public space, installed world-class staging, lighting and acoustic systems, and created fully accessible foyers that link the historic Ryrie Street building with a striking new Little Malop Street façade designed in consultation with Wadawurrung Traditional Owners.

The campus now comprises four distinct performance venues supported by rehearsal studios, exhibition foyers and meeting and event spaces. Additional creative spaces include purpose-built rehearsal rooms, creative workspaces, and a range of hospitality areas including *Tutti*, our in-house café and restaurant which serves both the general public enjoying the precinct and our audiences pre-show.

Geelong Arts Centre curates a year-round season that pairs national and international touring productions with locally produced work. The Centre also commissions and co-produces work with producers from across the country. Core strands span mainstage theatre, contemporary dance, classical and popular music, children's and family programming, First Nations storytelling and multidisciplinary festivals. A large number of community events perform annually including schools and community ensembles alongside commercial promoters and touring artists.

Geelong Arts Centre is supported by a strong and growing philanthropic and corporate community who champion our work for and by the community. Community engagement and lifelong learning are embedded in our *Creative Learning* program which partners with educators from kindergarten to Year 12, offering curriculum-aligned performances, artist workshops and teacher resources. *Creative Engine*, the Centre's industry development hub,

POSITION DESCRIPTION



allocates seed funding, rehearsal space, mentoring and networking to emerging artists, sustaining a vibrant regional talent pipeline.

Access programs including Auslan-interpreted shows, relaxed performances, sensory-friendly matinees and ticket subsidies ensure that people of all ages, abilities and backgrounds feel welcome.

OUR PEOPLE

We want to make Geelong Arts Centre a place where people genuinely want to work — safe, supported, motivated, and inclusive. The Centre will invest in its workforce by building skills, capability, and organisational agility, while recognising and rewarding performance. We are committed to fostering a diverse, positive, and values-led culture that prioritises wellbeing, engagement, and development. We want to ensure a strong, capable, and inspired team drives the Centre's success.

At Geelong Arts Centre, our people embody four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).

RELATIONSHIPS

Reports to	Manager, Finance
Supervises	The role includes supervisory responsibilities to overseeing the day-to-day coordination within Finance Operations team and working collaboratively with other roles within the Centre to deliver shared goals, experiences and improvement projects.
Internal Relationships	CEO & Creative Director, Directors, People Leaders, Managers, Centre staff.
External Relationships	Internal Auditors, External Auditors, Victorian Auditor General Office (VAGO), Department of Treasury & Finance (DTF), Department of Jobs, Skills, Industry & Regions (DJSIR), Creative Victoria (CV), financial institutions, system providers, consultants, show / event hirers, customers and suppliers.

POSITION DESCRIPTION

POSITION OVERVIEW

The Financial Accountant role is primarily responsible for ensuring maintenance and delivery of accurate financial records and financial reporting.

As a senior member of the Finance team and reporting to the Manager Finance Operations, the Financial Accountant oversees month-end closing processes, is responsible for preparing the statutory financial statements, monthly financial reporting, system improvements, liaising with internal & external auditors for compliance and risk frameworks in accordance with legislative requirements and demonstrating the highest standards of probity, professional and ethical practice.

PRIMARY RESPONSIBILITIES

People and teams

- Build and maintain cooperative working relationships with Centre staff, providing support via in-person, digital and communications technologies.
- Deliver high-quality customer service with a positive and professional approach, whilst being engaging and approachable.
- Actively contribute to the Corporate Services team, including attending team meetings and required training.
- Provide guidance and support to managers and staff on financial policies, procedures and controls.
- Promote accurate and timely financial processing through education and stakeholder engagement.
- Develop, motivate and coordinate Finance team.
- Be an active part of the Finance and wider Corporate Services team, including attending all team meetings and training.
- Collaborate closely with the Manager Financial Reporting, Manager (s) Governance, Risk and Compliance and Director Corporate Services to ensure compliance and best practice in financial management frameworks.
- Maintain cooperative and effective working relationships across the Centre.
- Partner with the Financial Systems Analyst to ensure finance systems and reporting solutions support effective financial control, statutory reporting, compliance and business requirements.

Financial Management & Accounting Operations

- Assist Manager Finance Operations to maintain and continually improve organisation-wide accounting operations and financial controls in accordance with legislative requirements and the highest standards of probity, professional and ethical practice.
- Maintain and deliver accurate and compliant financial records and accounts.

POSITION DESCRIPTION

- Responsible to maintain accurate record of fixed assets, inventory, accounts receivable, accounts payable, payroll, taxation, maintenance of chart of accounts and banking processes.
- Timely report on the Centre's actual cash flow position in accordance with Ministerial Directions.
- Assist the Manager Finance to monitor cash flow position and manage received funding for operations and committed projects.
- Assist the Manager Finance to manage and administer Banking relations and compliance to ensure secure online banking (administrating user, payment authorisations etc).
- Assist the Manager Finance to ensure Annual Internal audit plan is executed with recommendations being addressed & implemented in a timely manner.
- Liaise with Victorian Auditor General Office (VAGO) appointed Auditor team to ensure annual audit is conducted within agreed timelines to meet the reporting requirements of the Centre.
- Assist Manager Finance Operations and Manager Governance Risk and Compliance to ensure audit recommendations are implemented within agreed timeframes.
- Responsible for maintaining processes and accounting records to ensure compliance with Asset management and Non-current Asset policy, in line with Asset Management Accountability Framework.
- Act as custodian of the Centre's fixed asset register, ensuring asset additions, transfers, disposals and depreciation are accurately recorded.
- Monitor and report on capital expenditure projects, including capitalisation assessments, CAPEX reconciliations and compliance with accounting policies.
- Support asset stocktakes, valuations and impairment assessments, ensuring compliance with the Asset Management Accountability Framework and relevant accounting standards.

Financial Reporting

- Assist Manager Financial Reporting with preparation of accurate financial statements on behalf of the Centre (including notes to the Annual report) in accordance with *Financial Management Act 1994*, the *Australian Charities and Not-for-profit Commission Act 2012*, the *Australian Charities and Not-for-profit Commission Regulations 2022*, applicable Financial Reporting Directions, Australian Accounting Standards, including interpretations and other mandatory professional reporting requirements.
- Ensure timely submission of reporting obligations outlined by the Australian Taxation Office (ATO), the *Australian Charities and Not-for-profit Commission Act 2012*, the *Australian Charities and Not-for-profit Commission Regulations 2022* and Creative Industries Portfolio Service Agreement.
- Provide timely financial data feeds to Département of Jobs. Skills, Industry and Regions (DJSIR) in accordance with Creative Industries agreement.

POSITION DESCRIPTION

- Liaise with Financial Planning and Analysis (FP&A) team to review monthly results and provide detailed records/ explanations for recorded spent / income to assist with variance analysis against the approved budget.

Documentation and training

- Develop, review, and maintain end-user knowledge base articles, process documentation, and support materials to strengthen Procurement function.
- Plan and deliver Procurement inductions with an emphasis on creating awareness of relevant procurement policies, guidelines and compliance requirements.
- Create and maintain training materials, including user guides, reference documents, and online learning modules.

Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.

Undertake other duties or projects as reasonably requested.

SELECTION CRITERIA

Essential qualifications and experience

To be successful in this position, you will have 3 - 5 years' experience in a similar role, together with:

- Graduate or post-graduate qualifications in Commerce, Accounting or a related discipline.
- CA or CPA qualified or working towards completion.
- Demonstrated experience in financial accounting, reporting and coordinating external and internal audit activities.
- Strong knowledge of Australian Accounting Standards and financial reporting obligations.

POSITION DESCRIPTION

- Experience in month-end and year-end close processes, balance sheet reconciliations and financial controls.
- Experience in fixed asset accounting, capital expenditure reporting and asset management.
- Knowledge of taxation requirements including GST and FBT.
- Advanced skills in Microsoft Excel and experience working with ERP/Finance systems (Microsoft Dynamics 365 Business Central or a comparable ERP system).
- Well-developed analytical, problem-solving and financial interpretation skills.
- Strong organisational, planning and time management skills with the ability to manage competing priorities and work as part of a team
- Excellent written and verbal communication skills with good attention to detail

Desirable qualifications and experience

- Experience preparing statutory financial statements and annual report disclosures in accordance with the *Financial Management Act 1994*.
- Experience within a public sector, statutory authority, arts, not-for-profit or government-funded environment.
- Exposure to financial systems implementation, enhancement or process improvement projects.
- Experience with Power BI and intermediate proficiency with Cloud-based software including Microsoft applications, OneDrive, SharePoint and Teams.
- Strong interpersonal and stakeholder engagement skills with the ability to educate and support business users in financial processes and controls.

Other requirements

- Flexibility in working hours to support daytime, evening, and some weekend work will be required as part of the normal hours of duty for this position.
- The following checks, licences and certifications are required for this role:
 - Working with Children's Check (employee)
The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.

POSITION DESCRIPTION

CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

Service culture	A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs.
Digital literacy	Promotes technical solutions to modernise work practices, ensuring alignment with business requirements and contemporary digital landscape; actively grows capability in digital communication and technology literacy.
Continuous improvement	Proactively improves the efficiency, effectiveness and quality of materials, processes and systems; fosters and encourages an environment in which creativity, innovation and diversity of thought are valued and rewarded.
Analysis and problem solving	Analyses issues from diverse perspectives, draws sound inferences from information available and offers sustainable practical solutions.
Drive and commitment	Demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment.
Planning and organising	Plans, analyses and co-ordinates the delivery of projects / assignments while balancing priorities and resources; continually evaluates progress and re-prioritises work based on changing needs.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.