



# POSITION DESCRIPTION

Position	<b>Financial Systems Analyst</b>
Department	Corporate Services
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Award classification	Administration Grade 4.1
Remuneration	\$88,800 pa, plus 12% superannuation
Terms of engagement	2-year 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	December 2025
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,



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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, Financial Reporting
Supervises	The role does not include direct supervisory responsibilities however works collaboratively with other roles within the Centre to deliver shared goals and improvement projects.
Internal Relationships	CEO & Creative Director, Directors, People Leaders, Managers, Centre staff.
External Relationships	Managed service providers (MSP) for ICT services, banks, auditors (Internal & External) and contractors.

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## POSITION OVERVIEW

The Financial Systems Analyst is responsible for the administration, optimisation, and support of the organisation's finance systems. This role ensures accurate, efficient and compliant financial processes, supports reporting and decision-making, and drives system improvements to meet business needs.

## PRIMARY RESPONSIBILITIES

### People and teams

- Collaborate with internal teams and external stakeholders to deliver effective reporting from Financial and other related business systems.
- Collaborate proactively and professionally with the Corporate Services team and broader organisation.
- Assist the Financial Reporting Manager and Director Corporate Services with other duties or projects as required.

### Finance System Administration

- Administer and maintain finance systems, including user accounts, permissions, configurations, and master data.
- Ensure system data integrity through regular reconciliations and validation checks.
- Troubleshoot and resolve system issues in collaboration with IT and finance teams

### Finance System Integration and Maintenance

- Responsible to maintain accounting software and related systems with Managed Service Provider (MSP).
- Ensure seamless integration between accounting systems and other business applications.
- Act as the first point of contact for all finance system queries and incidents.
- Troubleshoot and resolve functional and data issues in a timely manner, escalating complex technical issues to IT or system vendors as required.
- Support critical financial processes such as month-end and year-end close.
- Perform data integrity checks and reconcile system data to financial records.
- Responsible for developing and maintaining financial reports and data extracts for operational and compliance needs.

### Data Reconciliation and Reporting

- Support the development and delivery of management and statutory reporting through finance systems.
- Develop and maintain reports, dashboards, and analytics to provide insights for decision-making.
- Assist in data extraction, consolidation, and reconciliation to ensure accuracy of financial information.
- Undertake data validation, reconciliations and quality assurance activities to ensure accuracy and reliability of financial information.

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- Automate data entry processes to reduce manual errors and improve accuracy, ensuring data integrity and security within accounting systems.
- Work closely with Finance and other business stakeholders to understand data needs and provide reporting support.

## Process Optimisation and change management

- Identify opportunities to optimise finance system functionality and reporting processes.
- Support the implementation of system enhancements, upgrades, and new modules.
- Document procedures, workflows, and system guides to improve consistency and knowledge sharing.
- Work closely with finance, business units, and IT to understand requirements and deliver system solutions.
- Provide training and support to staff on finance systems and reporting tools.
- Monitor processes focusing on efficiency, control, and scalability.
- Monitor system performance and proactively identify potential risks or issues
- Analyse current accounting processes and liaise with Finance, IT, and external partners to identify areas for improvement & resolve issues.

## Audit Compliance and Security

- Ensure compliance with relevant financial regulations and standards, responsible to implement and monitor internal controls to safeguard financial data.
- Maintains strong internal controls, audit trails and documentation to support financial and system governance.
- Administers financial system configurations, user access, master data and workflow settings in line with governance frameworks.
- Support internal and external audit processes by providing system reports, reconciliations, and documentation.
- Assist in maintaining controls and procedures within finance systems to mitigate risk.

## Project Management

- Lead and manage projects related to system upgrades and implementations.
- Collaborate with ICT and other departments to ensure successful project delivery.
- Prepare and present project status reports to senior management.
- Assist in requirements gathering for process improvements.
- Conduct and document system testing (UAT) and ensure smooth go-live transitions.
- Deliver user training and create process and system documentation.

## 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.

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## 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:

- Tertiary qualifications in Accounting, Finance, Information Systems or related discipline or an equivalent combination of relevant experience and/or education or training
- Proven experience supporting or administering finance or ERP systems and their functionality (eg D365 or similar), proficiency in using reporting and BI tools (eg, Jet Reporting and Analytics or Power BI) as well as advanced Excel proficiency.
- Experience in financial reporting, reconciliations, and data management.
- Ability to work collaboratively with finance, IT, and business stakeholders.
- Understanding of accounting principles and internal controls together as well as finance processes including General Ledger (GL), Accounts Payables (AP), Account Receivables (AR) and Fixed Assets (FA).
- Strong communication skills with the ability to work across technical and non-technical teams, with the ability to explain technical concepts in plain language.
- A proactive and adaptive mindset with problem-solving, analytical skills, attention to detail, commitment to data accuracy and a focus on continuous improvement
- Experience managing user roles, security, segregation of duties and licensing.

### Desirable qualifications and experience

- Experience with Basic SQL or report-writing skills
- Experience working within the Arts sector and with Event/Venue Management, Ticketing and Food & Beverage applications

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## Special 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.

## CAPABILITIES

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

<b>Service culture</b>	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.
<b>Drive and commitment</b>	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.
<b>Digital literacy</b>	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.
<b>Continuous improvement</b>	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.
<b>Collaboration</b>	Proactively supports working together, shares ideas and provides constructive feedback; respects and values others; encourages camaraderie, cohesiveness and connectedness.
<b>Planning and organising</b>	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.