



BREC

POSITION DESCRIPTION

Title	Finance Administrator
Section	Finance Team
Position	Part-time Parental Leave Cover Contract [0.53 FTE]
Term	6 – 9 months, depending on start date
Hours	BREC office hours are Monday to Friday 8.30am – 5.00pm A regular schedule of 40 hours per fortnight to be agreed
Reports to	Finance Manager
Start date	October 2024 or as negotiated
Review Date	8-weeks probation
Classification	Live Performance Award 2020, Level 6
Pay	\$61,595 p/a (pro rata) plus 11.5% Superannuation

About BREC Bunbury Regional Entertainment Centre (BREC) is the much loved and multi-award-winning performing arts centre and conference venue serving Bunbury and Australia's South West since 1990. BREC brings people together to share exceptional experiences.

BREC is committed to being a diverse and inclusive workplace. We welcome applications from people with diverse backgrounds including First Nations peoples, people from culturally and linguistically diverse (CALD) backgrounds, those identifying as LGBTIQ+ and people living with disabilities.

BREC Values Champion respect. Be like a circus. Evolve or die!

Finance Team Objectives: The Finance Team manage the needs of BREC's operations in relation to: financial record keeping and reporting; contractual obligations; payroll; ticket sales and event reconciliations; ensuring compliance with relevant Awards and workplace legislation; maintaining HR records; taxation formalities as applies to not-for-profit organisations; and various reporting requirements for grants, donations, and local, state and federal government departments.

The Finance Team works collaboratively with all other departments and builds and maintains strong relationships with external commercial, local and



community presenters and event organisers; providing excellent and responsive customer service and ensuring efficient and cost-effective delivery of year-round performance and event activity in our venues.

The Role:

The Finance Administrator at BREC has primary responsibility for payroll and maintaining HR documentation, as well as working closely with the Finance Manager supporting delivery of all other Finance Team services. With your problem-solving capacity and can-do attitude, you will also contribute to updating systems and processes to increase organisational efficiency in this always busy and creative not-for-profit. If you are looking for a friendly workplace with a flexible approach where you can really make a difference, look no further!

Key Responsibilities:

- Single Touch Payroll processing and paying of superannuation
- Maintenance of HR records of staff employed by BREC
- Data entry of daily receipts and accounts receivable and payable
- Reconciliation of Bank Accounts
- Maintenance and reconciliation of Petty Cash
- Reconciliation of Jobs/Events and financial reporting to all stakeholders
- Assist with annual audit including preparation of documentation and liaison with external auditors
- Relieve Finance team members when on annual leave or absent for extended period of time
- Maintain a safe, secure and legal work environment in accordance with BREC policies, procedures and Work Health and Safety legislation
- Other duties as reasonably required

Selection Criteria

Essential:

- Extensive experience in Payroll processing in an Accounting Software package including Single Touch Payroll and electronic timesheets
- Demonstrated experience with MYOB AccountRight
- Experience in the interpretation and application of Award conditions
- Highly developed Microsoft Office skills, especially Excel
- Demonstrated strong communication skills and ability to deal with diverse stakeholders in a friendly, professional manner
- Proven attention to detail and a high degree of accuracy
- High-level organisational skills and the ability to work effectively under pressure, prioritising and balancing conflicting workloads and demands
- Appreciation of the importance of legal and regulatory frameworks including an awareness of Work Health and Safety responsibilities in the workplace.

Desirable:

- Experience with Sharepoint

Extent of Authority:

The Finance Administrator reports to the Financial Manager.



The Financial Manager will delegate all levels of authority, and the incumbent will have authority to act within established practices with reference to directed procedures, other documented methods and given instructions.

Hours of Work: Regular BREC office hours are Monday to Friday 8.30am – 5.00pm; a regular schedule of 40 hours per fortnight to be agreed. Some flexibility available.

Other Benefits: 4 weeks annual leave, and 10 days personal leave (pro-rata) plus other legislated entitlements and 2 BREC Wellness Days will apply. The opportunity to experience live performance and attend shows at BREC.

Other Requirements: Applicants must hold full work rights in Australia. On appointment, the successful applicant must supply a current National Police Certificate.

To Apply: Please email **your CV** and **a short cover letter** outlining your experience, why you are interested in the role and why you are the best person for the job to careers@bunburyentertainment.com
Please include contact details for two professional referees.

Deadline: 10am AWST Monday 21 October 2024

Contact: Address queries to the Finance Manager via email veronica@bunburyentertainment.com or call 08 9792 3114