

SYO

SYDNEY YOUTH ORCHESTRAS

Haymarket Creative - UTS Building 5 Block A, 5 Quay Street (corner Quay St & Ultimo Rd),
Haymarket NSW 2000



Job Title: Financial Controller
Reporting to: CEO
Reports: Visory Bookkeeping Services

WHY does your role matter?

We here at SYO believe that young people are the key to building a progressive and creative future.

We exist to champion them - the future champions of orchestral music, and to provide a pathway for young people to develop artistry, build musical skills, and connect to a like-minded community, while providing opportunities for them to learn life skills, feed their well-being, and become more socially responsible. With orchestral music as our vehicle, it is our aim to enrich the lives of thousands of young people to create a more creative, musical and dynamic culture within Australia and the world.

The role of Financial Controller is essential to our ability to realise this vision.

Your ability to zoom out and see the big picture, while simultaneously maintaining a meticulous attention to detail ensuring a robust systems and positive working relationship with Visory Bookkeeping Services so that we keep the lights on and the music playing. You not only ensure that we are compliant but also that we have the finances and information we need to maximise a strong financial future.

You are also integral to the growth and evolution of SYO, embracing change and seeking new and better ways of serving the young people, whose lives we impact.

OUR VALUES

Drive innovation and embrace the new

You are a champion for change, finding new and better ways to educate and bring our musicians, tutors and conductors together. You are a leader of change. You use your experience to identify new and better ways of doing things, and you use your leadership skills to inspire and get buy-in from the broader SYO team.

Excellence is our attitude, not just an outcome

In the same way that an excellent symphony is the result of thousands of individual notes played with excellence (often as a result of hours of excellent practice), so to, is your role the result of thousands of daily interactions and decisions. You pay attention to doing each of these to the best of your ability. In addition to this, as a leader, you hold others in the team to the highest standard.

We are an ensemble, not soloists

An orchestra is at its best when each musician knows their role and plays their part together. In the same way, we each have a role to play at SYO. As part of the team. You play your part and always look for opportunities to help others. As a leader, you provide clarity and direction to ensure your team also know their parts.

Celebrate all contributions made to SYO

You look for opportunities to recognise and reward your team, your colleagues, volunteers and yourself. You understand that praise from leadership holds a little extra weight, and you share it often.

Key Priorities

Manage the financial operations of SYO, ensuring that we are compliant and that the CEO and Board have the information they need, when they need it, in order to make the best decisions possible for SYO. Specifically:

- **Leadership:** Lead by example. Make yourself available to the team to support and motivate them. Working with the Management Team you will look for ways to support, motivate and lead the broader organisation financially. This means providing financial leadership/support, helping them to plan and manage their budgets.
- **Reporting:** You have an eye for detail, timelines and reporting deliverables. You can foresee financial challenges and effectively communicate them to the Management Team, CEO and Board. You will actively seek to improve reporting to ensure the Management Team, CEO and Board have visibility of trends, risks and project outcomes.
- **Manage Partners:** You will be the connection point for all Visory processes overseeing Payroll, Accounts Payable and Receivable. You will actively engage with the requests for information and ensure that requests for information are actioned quickly and efficiently.
- **Accounts Payable/Receivable:** to ensure all payments are received and made, you will be an expert money tracker. You will be across all payment receivables and ensure invoices are paid on time.
- **Manage Annual Audit:** you run a tight ship that ensures that we are compliant with all taxation laws, regulations, requirements, and obligations. You then partner with auditors to make sure we receive the tick of approval each audit.
- **Financial Advice:** Provide relevant financial reports for the CEO and Board. Look for information that could be important or helpful in guiding decision making. Where appropriate, interpret and advise the CEO, the Board and other team members on the financial implications of decisions.
- **Business Analysis:** Support key SYO projects with appropriate analysis to ensure all scenarios are considered prior to the recommendation of the best fit for purpose solution. Provide SYO with accurate analytical data, insights and interpretation aligned with agreed strategy that delivers or supports profitable change processes.
- **Risk Management:** You will be alert to financial risks, identifying, monitoring and reporting to ensure the organisation's financial stability and growth. This will include managing relationships with all third-party relationships and the Board.
- **Team Player:** We are a small team and you will be thrown in the deep end early and often. The deep end is where you grow. It's where you prove to yourself that you've got what it takes. We want you to embrace a [Growth Mindset](#), look for opportunities to shine, back yourself and... put your hand up if you're struggling .
- **Your Career:** You take control of your career development. You communicate with your manager and colleagues to make plans for desired training and development opportunities. You do what you need to, to make sure you do an excellent job but speak up early when you need help or feel like your life is becoming unbalanced (mentally, emotionally, physically or socially)

The above is not everything that you'll be required to do; we expect that you will seek out ways to step outside of these things to further your career, improve our ways of working, make SYO a better place to work.

Key Deliverables

As the Financial Controller, it is essential all key tasks are delivered within the stipulated timelines as outlined below:

Strategic Planning

- Working with the CEO and Board to prepare a 5-year financial strategic plan, including Capex, depreciation, reviewing expenditure and income to import the long-term financial stability of the company.
- Provide ongoing advice to the Board and CEO on Income and Expenses, actively monitoring the work of Visory to ensure timely decisions are made.

Annual Reporting in line with the annual AGM timetable.

- Manage end of financial year, working with SYO Bookkeepers (Visory) to ensure accurate accruals, income in advance, Capex expenditure and depreciation schedules.
- Prepare end of year financial reports for Board
- Manage the Audit, and prepare the Annual Financial Statements
- Manage the end of year payroll finalisation for ATO in line with the EOFY Tax Timetable
- Manage budget planning, assumptions and financial modelling
- Setup Xero, Job codes & reporting templates for accounts for new year

Systems and Processes

- Oversee the systems and internal processes to ensure accurate transfer of data between payment gateways (Stripe), Salesforce and Xero.
- Oversee Keypay, the payroll system to ensure accurate coding, leave tracking and super payments
- Setup and manage payment plans in Stripe
- Manage the Creative Kids voucher program

Insurance Annual Timetable

- Manage the iCare Workers compensation policy
- Manage Insurances review and renewals

Compliance - Work with the Head of Business

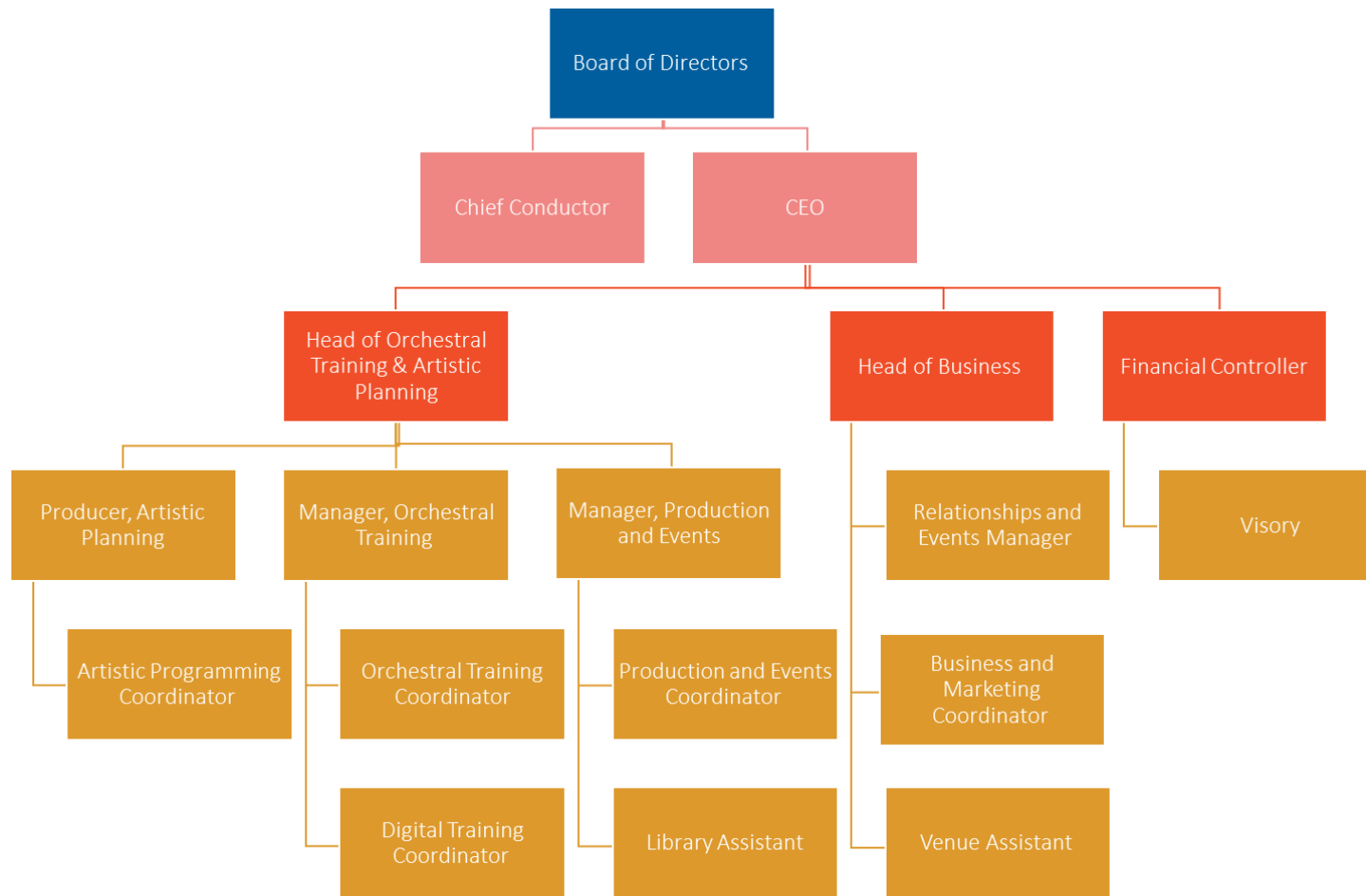
- Prepare grant acquittals and fundraising compliance reporting for the ACNC (June)
- Prepare and complete the financial requirements for Create NSW Multi-Year funding reporting (May)

Monthly Reporting within 10 days of Month End

- Oversee the end of month processes with Visory
- Prepare monthly reporting to the CEO and Board
- Manage aged receivables and debtors
- Review BAS and ATO payments

Weekly Processes

- Run weekly meeting with Visory and resolving queries
- Oversee DEXT and coding of expenses and income
- Review weekly Accounts payable report
- Review weekly Payroll reports
- Manage weekly payroll and accounts payable bank approvals.
- Monitor Credit cards and subscription payments
- Manage Banking processes including Term Deposits, credit cards, accounts and access.



Organisational Chart

Selection Criteria and Package

Part-Time Role 3 days per week

Salary \$110,000 to \$130,000 (pro rata) including super

Flexible hours and remote working available (ideally 1-2 days per week from the office)

Office based at UTS in Haymarket close to public transport.

Required:

- Bachelor's degree in finance, accounting, or related field, a
- minimum of 5 years' experience in a senior finance role,
- strong knowledge of financial management principles and practices,
- experience in budgeting, forecasting, and financial analysis including competency in Excel, Word, Xero, DEXT and other financial and human resources packages,
- proven ability to manage a bookkeeping team, board reporting and strategic financial planning
- excellent communication and interpersonal skills,
- ability to work independently and as part of a team
- a NSW Working with Children Check

Desirable:

- Experience in the not-for-profit sector or Arts
- Experience using Salesforce
- Managing external Bookkeeping Services
- Proven ability to work with different stakeholders