



The  
Wheeler  
Centre  
Books  
Writing  
Ideas

## POSITION DESCRIPTION: HEAD OF FINANCE

<b>TERM:</b>	<b>Full-time, three years (renewable)</b>
<b>REPORTS TO:</b>	<b>CEO</b>
<b>DIRECT REPORTS:</b>	<b>Contract book-keeper</b>
<b>SALARY RANGE:</b>	<b>\$110,000 + statutory superannuation</b>
<b>TIME FRACTION:</b>	<b>1.0 FTE</b>

### Who We Are

At the start of its second decade, the Wheeler Centre is at a point of transformation, dedicated to reimagining a post-Covid-19 arts and culture sector that prioritises access, inclusion, and community. The Wheeler Centre is Melbourne's home for smart and engaging public talks and exists to nurture the development and celebration of literature in Melbourne and beyond, and to encourage broad public engagement in books, writing and ideas.

Our vision is to inspire curiosity, connection, and engagement through the transformative power of storytelling. Stories, conversations, and ideas come together on live and digital platforms to celebrate and amplify the myriad voices that celebrate our creative connections. We will work together to achieve this through:

- Championing writers
- Supporting the writing sector
- Elevating public conversation
- Engaging audiences
- Exemplifying inclusion and accessibility
- Future-proofing our approach

### About the Role

The Head of Finance is a key role in the Wheeler Centre's executive team, with responsibility for financial management with the CEO, Board and its Audit and Risk Committee (ARC). Working closely with Heads of Department and the CEO, the role is also responsible for sound financial management across the organisation, and for risk management, governance and compliance. The successful candidate will have a proven track record of building and maintaining strong relationships with core funding bodies and stakeholders, including Creative Victoria, the Australia Council and others. The role would suit someone whose capabilities span from big-picture strategic thinking to highly-detailed operational and financial planning, with a high level of accuracy and great attention to detail.

The role is based at the Wheeler Centre offices in Melbourne CBD. Flexible/hybrid work is available, but ideally the incumbent would be able to attend the offices in person at least three days a week, given the role works closely with other departments and the CEO.



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## You Are:

- **A qualified CPA**, with significant experience managing organisational budgets and finances;
- **A meticulous and thorough manager**, with a high level of accuracy, reliability, consistency and attention to detail in all work;
- **Knowledgeable about legal and regulatory compliance requirements**, including insurance, Workcover, and other statutory obligations, and committed to ensuring the organisation is compliant with these;
- **A strategic thinker**, who will be able to provide high-level financial advice to the CEO and the Board, and ensure that the organisation is tracking well against its strategic and financial goals;
- **Experienced** in preparing audits and working with auditors;
- **An entrepreneurial thinker**, who will be proactive in identifying new opportunities to diversify revenue streams;
- **An excellent communicator**, who will be effective in communicating budgetary and financial information to team leaders and staff, and build financial literacy and transparency across the organisation;
- **A strong presenter**, with the ability to present complex financial reports and budgets to the Board and ARC, and explain the context, impact and contingencies in plain language;
- **A proficient policy writer**, who can ensure that meaningful finance and governance policies and procedures are maintained, updated and communicated to staff;
- **A relationship builder**, who will maintain successful relationships with the Board and ARC, the CEO, staff members, government and funding stakeholders, and other stakeholders internally and externally;
- **A highly organised, systematic planner and multi-tasker** who can juggle multiple priorities and projects and excels at time management;
- **A team player**, who can work efficiently and effectively with all teams across the organisation to manage competing priorities and achieve shared outcomes;
- **Experienced** in working with Boards, Committees, and government stakeholders;
- **Familiar with the Australian arts context**, or willing to learn.
- **Familiar with Tessitura**, or willing to learn.
- **Familiar with Microsoft 365 Suite**, including SharePoint, One Drive and Teams, or willing to learn.

## Tasks and Responsibilities:

- Develop, monitor and control the Centre's annual along with numerous project budgets, providing high-level analysis of historical trends and future opportunities to ensure all financial activity meets the overall aims of the Centre;
- Generate, present and speak to financial reports, including both performance and forecast reports for the approval of the Audit and Risk Committee and



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Board ;

- Prepare for, and attend, meetings of the Audit and Risk Committee and the Board, and provide high-level strategic advice to both;
- Maintain robust financial systems , including developing and implementing policies and procedures, and overseeing the smooth completion of the annual audit;
- Take responsibility for Accounts Payable/Receivable, Payroll, Banking, General Ledger and other core financial administration;
- Oversee fulfillment of statutory and contractual obligations, including reports and acquittals to government and other key stakeholders;
- Work closely with other members of the team to implement strategies to further the Centre’s purpose and objectives;
- Regularly work with the Centre’s CRM, Tessitura, to reconcile all daily monetary transactions and import relevant daily sales and donation data into Xero accounting software
- Work closely with the CEO to ensure that targets are being met and promises fulfilled;
- Work closely with the Chair of the Audit & Risk Committee;
- Maintain compliance with government and statutory compliance, including insurance, Workcover, ACNC reporting, and compliance with policies and reporting deadlines;
- Manage the relationship with government stakeholders, alongside the other members of the executive;
- Assist the CEO and other members of the executive with negotiations with landlords and tenants;
- Seek, generate and facilitate opportunities to diversify income streams and add new revenue-generating streams;
- Manage the strategic and operational aspects of financial planning to enhance the consistency, accuracy and reliability of information;
- Manage the endowment fund reconciliation and work closely with ARC members in managing the endowment investment;
- Manage the workload of a part-time contract book-keeper;
- Manage financial reporting and oversight for auspice organisations;
- Work with team leaders and staff to communicate budgets and build financial literacy and transparency across the organisation.

### Success Looks Like:

- Strong financial management, accountability and transparency across the organisation;
- A high degree of trust from the Audit & Risk Committee and the Board in the organisation’s financial management;
- Strong relationships with key funding stakeholders, including government;
- Annual budgets approved in a timely manner and communicated to team leaders and staff;
- An increase in revenue streams and strong strategic financial planning;
- Increase in financial literacy and transparency across the organisation.



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## How to Apply

### *Enquiries*

Further information about the Wheeler Centre is available at [wheelercentre.com](http://wheelercentre.com). Confidential enquiries can be made to Caro Llewellyn, CEO, on 03 9094 7801, or [caro.llewellyn@wheelercentre.com](mailto:caro.llewellyn@wheelercentre.com).

The Wheeler Centre is committed to access and inclusion, and to creating a team that reflects the diversity of the communities we serve. We encourage applicants who identify as First Nations, culturally and linguistically diverse, D/deaf, disabled, and LGBTIQ+. We encourage applicants who have previously faced barriers to working in the arts and cultural sectors and are committed to helping you overcome these barriers. If you require advice or support during the recruitment process, we would love to hear from you.

### *Submitting an Application*

Applications should include:

- A cover letter outlining why you are the right candidate for this role and responding to the key attributes above
- A current CV, including the contact details of two professional referees

Applications should not exceed six pages in length.

### *Application Format*

Applications should be addressed to Caro Llewellyn at the Wheeler Centre for Books, Writing and Ideas.

- Please combine your application into a single PDF document, with the filename Last Name First Name – Head of Finance”.
- Applications should be submitted by email only to [recruitment@wheelercentre.com](mailto:recruitment@wheelercentre.com).
- Late applications will not be accepted.

Further information about the Wheeler Centre and the City of Literature initiative is available from <http://wheelercentre.com>

The closing date for applications is 11.59pm Sunday 3 July 2022.