



JOB SPECIFICATION

POSITION: FINANCE AND ADMINISTRATIVE MANAGER

REPORTS TO: CHIEF EXECUTIVE

DIRECT REPORTS: ADMINISTRATIVE ASSISTANT (.5), INTERNS & VOLUNTEERS WHERE APPLICABLE

LOCATION: MIDSUMMA FESTIVAL OFFICE (158 City Rd, Southbank)

POSITION TYPE: FULL TIME CONTRACT

Midsumma

Midsumma Festival, one of Australia's premier LGBTQIA+ arts and cultural organisations, is thrilled to offer an exciting opportunity for a dedicated individual to join us in the role of Financial and Administrative Manager. With attendances of 285,000 per year, Midsumma Festival features up to 190 events across art forms in venues across Melbourne and wider Victoria. As a champion of diverse gender and sexuality, Midsumma Festival provides a platform for communities with shared experiences, promoting inclusivity and creativity. Year on year, Midsumma Festival has continued a state of tremendous growth and success, and we are looking for the right individual to contribute to our continued advancement.

As the Financial and Administrative Manager, you will play a crucial role in ensuring the financial and operational sustainability of Midsumma Festival. Reporting to the Chief Executive and collaborating closely with the Board of Management, you will provide strategic financial guidance and establish an efficient administrative environment that supports the artistic and cultural objectives of the organisation.

Responsibilities:

Financial Management: Take ownership of Midsumma's financial management, overseeing budgeting, forecasting, and financial reporting. You will be responsible for monitoring and analysing financial performance, identifying areas for improvement, and making strategic recommendations to support the organisation's growth. Additionally, you will ensure compliance with financial regulations and manage relationships with external stakeholders, such as auditors and financial institutions.

Operational Efficiency: Streamline administrative processes and implement effective systems to support the organisation's day-to-day operations. This includes managing procurement, contracts, and vendor relationships, as well as overseeing office operations and facilities management. You will collaborate with internal departments and external partners to ensure smooth operations and enhance organisational effectiveness.

Strategic Planning: Contribute to the development of Midsumma Festival's long-term financial and operational strategies. You will work closely with the Chief Executive and Board of Management, providing financial insights and analysis to inform decision-making. Your expertise will help shape the organisation's sustainable growth and diversification initiatives.

Requirements:

Financial Expertise: Possess a strong background in financial management, with proven experience in budgeting, financial analysis, and reporting. Experience in the arts and cultural sector or nonprofit organisations is highly desirable. Familiarity with grant funding and sponsorship management is advantageous.

Leadership and Collaboration: Demonstrate exceptional leadership skills, with the ability to effectively manage a team and work collaboratively with diverse stakeholders. Strong communication and interpersonal skills are essential for building relationships, presenting financial information, and advocating for the organisation's financial goals.

Strategic Thinking: Display a strategic mindset, with the ability to think analytically and provide forward-thinking financial advice. You should be able to identify opportunities, mitigate risks, and align financial strategies with Midsumma Festival's mission and objectives.

Qualifications: Possess relevant tertiary qualifications in finance, accounting, or a related field. Professional certifications such as CPA or CA are highly regarded.

Salary:

The salary range for this position is between \$80,000 to \$93,000 per annum, plus superannuation, depending on the applicant's expertise and experience.

How to Apply:

All applications must address the requirements of the job description. For a copy of the job description and other support materials about Midsumma Festival, or for any further information on the role or organisation, please contact Zach at zach@businesssolutionshub.com.au.

Midsumma Festival is an equal opportunity employer committed to diversity and inclusion. We encourage individuals from all backgrounds and identities to apply. By joining us, you will contribute to creating a vibrant and inclusive arts and cultural landscape that celebrates diversity and promotes positive change.

Note: Please include your contact information and preferred method of communication in your application.