



**Position Description
Finance & Compliance Lead
Theatre North**

OBJECTIVE

The Finance & Compliance Lead is responsible for the effective management of Theatre North's financial operations, ensuring accurate reporting, strong financial controls and compliance with all regulatory requirements.

The role supports informed decision making across the organisation and contributes to the sustainable delivery of Theatre North's artistic program, venue operations and community outcomes.

SCOPE

- Reports to: General Manager
- Direct Reports: Nil
- Works closely with: Creative Director, Ticketing Services Manager, external auditor, Board Treasurer
- Employment type: Part-time (hours to be negotiated)
- Location: Launceston

This role is responsible for all day to day financial operations, with support from internal staff and external advisors where required.

KEY RESPONSIBILITIES

1. Financial Operations

- Manage accounts payable and receivable, including invoicing, payments and debtor follow up
- Process payroll, including superannuation and related obligations
- Perform regular bank, credit card and balance sheet reconciliations
- Maintain accurate and up to date financial records in MYOB

2. Financial Reporting & Planning

- Prepare monthly financial reports, including profit & loss, balance sheet and cashflow
- Monitor and manage organisational cashflow
- Prepare financial reports and insights for Board and sub-committee reporting

THEATRE NORTH INC.

47 Tamar Street, Launceston, Tasmania, 7250
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- Support the development of annual budgets and forecasts
- Provide financial insights to support operational and strategic decision making

3. Compliance & Governance

- Manage statutory compliance including BAS, PAYG, superannuation and ATO reporting
- Coordinate external financial and statistical reporting (e.g. ABS)
- Coordinate audit processes and preparation of audit documentation
- Maintain insurance schedules and support risk management requirements
- Ensure compliance with funding agreements and regulatory obligations (e.g. ACNC)

4. Revenue & Program Support

- Reconcile ticketing revenue in collaboration with the Ticketing Services Manager
- Oversee reconciliation of hirer accounts, including trust funds, deposits and post event settlements
- Monitor and track venue hire income and multiple other revenue streams
- Support financial management of productions, events and programs
- Provide financial oversight of inventory and point of sale reconciliations
- Manage grant budgets, acquittals, reporting and tracking of deferred income

5. Systems & Process Improvement

- Maintain and continuously improve financial systems, processes and internal controls
- Identify efficiencies and implement practical improvements
- Support financial literacy across the organisation through clear communication and guidance

6. Stakeholder Collaboration

- Liaise with the General Manager, leadership team and Board Treasurer on financial matters
- Work collaboratively with staff across programming, operations and venue hire
- Manage relationships with external providers including auditors, banks and suppliers

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KEY PERFORMANCE INDICATORS (KPIs)

- Financial reporting is accurate, timely and supports decision making
- Payroll, superannuation, BAS and other compliance obligations are met on time
- Month end processes are completed within agreed timeframes
- Financial systems are maintained and continuously improved
- Effective collaboration across the organisation to support program delivery and operations

SELECTION CRITERIA

Essential

- Demonstrated experience in a finance or accounting role (minimum 3–5 years)
- Strong working knowledge of accounting systems (MYOB or similar)
- Experience managing payroll, reconciliations and financial reporting
- Sound understanding of compliance requirements (BAS, superannuation, ATO obligations)
- High level attention to detail and organisational skills
- Ability to work independently and manage competing priorities
- Strong communication skills and ability to work collaboratively

Desirable

- Experience in a not-for-profit or arts organisation
- Experience with grant funding, acquittals and project-based budgeting
- Understanding of ticketing or venue based revenue streams
- Relevant qualifications in accounting, finance or bookkeeping

PERSONAL ATTRIBUTES

- Practical, solutions focused and adaptable
- High level of integrity and professionalism
- Comfortable working in a small, dynamic team environment
- Proactive with a continuous improvement mindset
- Interest in the arts and community sector

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