

- Position:** Finance Manager
- Location:** Victorian Pride Centre, 79-81 Fitzroy Street, St Kilda, VIC 3183
- Key Details:** 1 day per week, plus additional hours during the Festival period in November.
- Salary:** \$37 per hour, plus super.

ABOUT THE POSITION

Reporting to the CEO, The Finance Manager is responsible for the organisation's bookkeeping and day-to-day financial administration including payroll, accounts payable and accounts receivable.

KEY ACCOUNTABILITIES

- General bookkeeping duties using Xero and Receipt Bank/Dext
- Single Touch Payroll (STP)
- Superannuation Compliance
- Management of accounts payable and accounts receivable
- EOM Bank reconciliations including credit card
- Manage debtors
- Oversee and review BAS and IAS completed by a contractor. Manage payments to the ATO
- General financial problem-solving
- Maintain Financial Filing Procedures
- EOFY Audit preparation and reporting
- Monthly Finance report preparation for the Board
- General advice to the CEO in budgeting and forecasting
- Working on the annual budget and reporting on budget spend regularly – keeping track of expenditure with the CEO

Key Selection Criteria	
Knowledge and Skills	<ul style="list-style-type: none"> • Good knowledge of financial management practices with an understanding of current trends and strategies for not-for-profit organisations. • Exceptional organisational skills, good attention to detail and ability to meet deadlines with competing priorities. • Experience using Xero for a wide range of purposes including payroll, accounts payable and receivable, and the day-to-day financial processes for a not-for-profit organisation. • Experience in running EOFY audits with auditors and producing monthly finance reports. • Capacity to manage, delegate and track budgets effectively. • Experience working with a wide range of currencies.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm – Enthusiastic work ethic and a self-motivated approach to all tasks. An ability to manage workload autonomously.

	<ul style="list-style-type: none"> • Flexibility – Adaptable approach to all situations and a willingness to be flexible to meet the needs of the organisation. • Initiative and Accountability - Take responsibility for actions and proactively implement work plans and address issues. • Integrity – Demonstrates a sense of corporate responsibility and a commitment to community. • Teamwork – Cooperate effectively within a team and work collaboratively to achieve work goals.
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • Undergraduate Degree in Finance or similar qualifications in bookkeeping. • Lived experience in the LGBTQIA+ community. • Experience working in the LGBTQIA+ / arts / or not-for-profit sector will be viewed favourably.

Melbourne Queer Film Festival is an Equal Opportunity Employer and encourages people from all backgrounds to apply. Members of the LGBTQIA+ community are strongly encouraged to apply for the position.

HOW TO APPLY

Email your CV and cover letter addressing the Key Selection Criteria to the MQFF CEO, David Martin Harris, by 5:00 pm, Monday 24 June 2024: david.harris@mqff.com.au