



## ARTRAGE HEAD OF COPORATE SERVICES

**POSITION TITLE:** ARTRAGE HEAD OF COPORATE SERVICES

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**DEPARTMENT:** Executive

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**TERM:** Permanent Full Time 1 FTE

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**REPORTS TO:** CEO

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**DIRECT REPORTS:** Senior Accountant, HR Manager, IT and Systems Manager and Business and Office Manager

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**SALARY** \$120,000 - \$140,000 p.a

## **WHO ARE WE**

ARTRAGE Inc. is a not-for-profit charity and one of the oldest arts organisations in Western Australia. We Make Perth Better.

For forty years, ARTRAGE has developed and presented numerous key cultural events and festivals including the much-loved Rooftop Movies (est. 2012), Girls School Cinema (est. 2018), Rooftop Encore (est. 2022) and FRINGE WORLD Festival (est. 2011).

## **LOCATION**

The role will operate from the ARTRAGE HQ Office (89 Melbourne Street, Northbridge.) in the short-term and the new ARTRAGE CBD office from mid-2024 onwards. This is an active on-site role and will be based across all relevant ARTRAGE Event sites when required.

## **WHAT WE STRIVE FOR**

OUR PURPOSE is to enrich and evolve the culture of Western Australia.

OUR VISION is to embed ARTRAGE events in the hearts and minds of all Western Australians.

OUR MISSION is to provide enduring benefits for artists, audiences, and a diverse family of stakeholders through providing events with global appeal.

## **ACCESS AND INCLUSION**

At ARTRAGE we support and celebrate diversity. Our site, events and offices are designed with accessibility requirements in mind. See more

<https://artrage.com.au/accessibility>

ARTRAGE is proud to be an equal opportunity employer and reviews all job applications free of any bias and provides an inclusive work environment regardless of a person's sex, gender and/or history, sexual orientation, age, race, religious or political beliefs, marital, pregnancy or family status.

*Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.*

## **ROLE OVERVIEW**

Reporting to the Chief Executive Officer, the Head of Corporate Services overall objective is to ensure that the organisation delivers holistic and best practice services in a dynamic Arts environment. The Head of Corporate Services will make sound, ethical

and intelligent business decisions, supported by factual data, rationale, and good judgement. As part of the senior leadership team, the Head of Corporate Services will proactively support in order to facilitate; information sharing within and across the organisation, and advocate for the implementation of efficient systems and processes that sustain the organisation and its deliverables. The Head of Corporate Services will be enabled through the overseeing of Finance, HR, Office Management, and Systems & IT. The functions of Head of Corporate Services will continue to evolve with the needs of the organisation and our stakeholders.

## **ROLE RESPONSIBILITIES**

### **Financial Reporting**

- Oversees the delivery of the organisation's policies, procedures and reporting systems for all of the organisation's financial operations
- Preparation of monthly financial reports for the CEO, Executive and the Board to the requirements directed
- Lead the annual budget process
- Prepare statutory financial statements for the annual audit and other audits as required by stakeholders
- Lead the annual audit process and other audits as required by stakeholders
- Financial reporting and analysis as required and as directed by the CEO and Board
- Attendance at Board and Finance Committee meetings as required, to present the Finance report

### **Financial Controls**

- Oversee the planning, development, approval and delivery of fortnightly payroll payments including leave management
- Oversee ongoing review of accounting and financial record keeping processes with Managers across Finance and IT
- Approve all banking transactions as required
- Monitor financial performance in collaboration with the CEO
- Manage the chart of accounts

### **Office Management**

- Take responsibility for the core deliverables of the Business and Office Manager
- Oversee the development and implementation policies and procedures related to office management, facilities, and administrative functions to ensure compliance with organisational standards and regulations
- Oversee continuous improvement efforts carried out by the Business and Office Manager to the organisation's business processes
- In collaboration with Business and Office Manager, oversee the smooth day-to-day operations of the office, including facilities management, office supplies,

equipment maintenance, and vendor management; ensuring risks are identified, mitigated and compliance is maintained

## **IT and Systems Management**

- Oversee the direction of the IT team, fostering a culture of innovation, continuous improvement and digital transformation
- Evaluate emerging technologies and identify opportunities to leverage these advancements to enhance operational efficiency
- Direct and advise the executive team on IT best practices and cyber-security in consultation with IT and Systems Manager

## **Governance and Compliance**

- Oversee the planning, development and delivery of registration management for the business including those relating to the not-for-profit status of the organisation
- Compliance with reporting obligations of the ACNC, ASIC, ABR
- Compliance with ATO requirements
- Insurance renewals and claims management for the organisation

## **HR**

- Take responsibility for the core deliverables of the HR team
- Support cross-organisational working practices that ensure the HR team influences, and is influenced by, organisational discussions, learnings and decisions
- Oversee annual processes to assess and update staff pay and benefits
- Encourage and strengthen a culture and practice of forward HR planning
- Use technical expertise and interpersonal skills to advocate for moving towards developing a flexible, responsive, innovative workforce and methods of delivering services, focusing on maximising VFM outcomes with reduced resources

## **Team and Development**

- Collaborating with the Executive team to develop and implement corporate strategies that align with the ARTRAGE mission, vision, and values
- Driving financial growth and stability through sound financial management, budgeting, and resource allocation
- Optimising corporate processes to enhance efficiency and streamline workflows
- Mitigating risks and challenges, ensuring compliance with regulations and industry standards
- Fostering a culture of excellence, inclusivity, and growth, empowering our dedicated staff to achieve their full potential

- Forging strong collaborations with stakeholders, partners, and community organisations to increase the organisation's reach.

## **Qualifications, Experience and Skills - Essential**

- Degree in Accounting, Commerce, IT or Business (B Com or B Bus)
- CA or CPA qualified
- Ability to think and plan creatively at strategic and operational levels
- Ability to balance a strategic approach with hands-on work
- Communicate sensitively and effectively with a wide range of stakeholders
- Experience in financial and business management
- Experience in managing multi-disciplinary teams
- Experience in executive leadership roles preferably gained in a corporate services role within the Arts or NFP Sector
- Experienced high-level skills in financial reporting and systems
- Knowledge of tax, accounting and statutory compliance obligations

## **Qualifications, Experience and Skills - Desirable**

- Experience with use of ProSpend (Expense Manager), Deputy and Asana software systems, MYOB Advance (Payroll system)
- Master of Business Administration

## **THE BENEFITS**

Our careers offer:

- Supportive environment
- Contributing to the vibrancy of Perth, ARTRAGE and the Arts
- ARTRAGE social events and team-wide celebrations
- 4-Day work weeks in off-peak season + 1 week paid office shut down + 1 week non-cumulative leave\*
- Pass-holder benefits to Fringe World performances and Rooftop Movies
- Opportunities for training, development, and advancement.
- Access to our Employee Assistance Program and Wellbeing Programs (EAP).
- Flexible work culture including; Work from home, flexible start and finish hours between 8am – 6pm\*
- Discounts with a major health insurance provider

\*Subject to policy

## **HOW TO APPLY**

If this is something that appeals to you, we would love to hear from you!



Applications can be sent to HR Manager; [Erica.panizza@artrage.com.au](mailto:Erica.panizza@artrage.com.au). Please include your resume and a cover letter addressing how your skills and experience meet the key attributes of the role, and why you'd like to work at ARTRAGE.

Application closing date: 10pm 12 May 2024.

Applications received after the closing date will not be accepted, ARTRAGE reserves the right to close the role early if the preferred candidate is found.

### **WHAT TO EXPECT NEXT**

If your application is shortlisted, you will receive a phone call to discuss your skills and experience and you may be invited to attend an interview either online or in person at our office.

### **QUESTIONS OR SUPPORT WITH SUBMISSION**

All enquiries for this position can be sent to our HR Manager;  
[Erica.panizza@artrage.com.au](mailto:Erica.panizza@artrage.com.au)