



## Finance & Office Manager

- **Creative Not-for-Profit organisation**
- **Offices on the water - Walsh Bay location**
- **Permanent - 35 hr week**

Gondwana Choirs, Australia's most dynamic choral music organisation, is seeking an energetic and dedicated Finance & Office Manager to support their vibrant Not-For-Profit team in the pursuit of their creative mission and objectives.

Based in their offices on Pier 4 by Sydney Harbour (Sydney's arts precinct), you will work as an integral member of this successful and passionate team dedicated to identifying gifted young musicians across Australia and providing them with the skills and the inspiration to achieve excellence in their performance.

This varied and integral role offers not only traditional bookkeeping as a core responsibility but also the opportunity to coordinate and support the operational structure of the organisation through managing its dynamic office environment. Reporting to the General Manager, and supported by a part time Accounts Administrator, this permanent full time role includes the following responsibilities:

### **Finance**

- Preparation of financial reports for the Board as well as for grant submissions
- Accounts Payable
- Payroll & Superannuation
- Bank, Credit Card and petty cash reconciliation
- BAS & IAS
- Audit preparation

### **Office Management**

- HR Coordination & Management
- Office, Systems & IT Management
- Supplier Management
- Project Assistance

You will also assist in nurturing the sense of trust and respect that already exists across the whole company, i.e. between artistic & administration staff, volunteers, parents and the talented choristers who participate in Gondwana Choirs' programs.

The successful applicant will enjoy working in a busy project environment. Most importantly, you will have strong knowledge and demonstrated understanding of accounting principles. You will juggle a multiple of priorities and be passionate about ensuring a commitment to excellence and professionalism to all aspects of your work.

Not-for-Profit accounting experience and an understanding of the principles and technicalities of Government grant funding and contracts will be highly regarded.

You will be flexible in your approach ie be able to work with a variety of people and be a confident communicator at various levels. You will also be IT savvy, have strong attention to detail, highly developed written and verbal communication skills along with the demonstrated ability to build relationships.

As per the NSW Commission for Youth and Young People's employment screening process, Prohibited Persons are not permitted to apply. A Working with Children Check will be carried out for preferred applicants.

To apply for this exciting opportunity to be at the heart of this truly nurturing and creative organisation, email your resume to [louise@radarresourcing.com.au](mailto:louise@radarresourcing.com.au) or call Louise Cook on 02 9232 3233.