

POSITION DESCRIPTION

POSITION TITLE	Finance Manager
CONTRACT DATES & HOURS	<p>Full time July – September for onboarding and peak festival period. Ability to reduce to part time across off-peak period. Work plan can be negotiated noting the increased requirements of the festival’s peak period.</p> <p>It is a requirement of the position that you are able to work mostly from the MIFF office for the peak months (June to September each year), during which no major annual leave will be approved.</p> <p>This is a 12-month contract with opportunity to extend on successful completion of the initial term.</p>
FESTIVAL DATES	8–25 August 2024
REPORTS TO	Chief Executive Officer
DIRECT REPORTS	Bookkeeper
LOCATION	Level 3, 290 Collins Street, Melbourne CBD

ABOUT MIFF

Founded in 1952 and now in its 72nd edition, the Melbourne International Film Festival (MIFF) is a highlight of Australia’s cultural calendar, with a long history of bringing Victorians the story of the world through unforgettable screen experiences. Held over 18 days in August and spanning events across metropolitan Melbourne and regional Victoria, MIFF is the largest film festival in the Southern Hemisphere and the world’s largest showcase of new Australian cinema.

MIFF returns in 2024 with the most anticipated titles from the world’s greatest festivals – from Cannes and Sundance to Rotterdam, Berlinale and beyond – and with its vibrant showcase of the local screen sector’s brightest stars. Presented alongside its feature film program are a suite of shorts, cutting-edge XR works, galas, special events, MIFF Talks, festival guests, the MIFF Awards and the Bright Horizons international film competition: one of the richest feature film prizes in the world. Alongside the metropolitan screening program, the festival presents MIFF Regional, MIFF Schools and a selection of titles on its streaming platform.

Alongside the public festival program, MIFF runs industry-focused and capacity-building programs: the co-financing fund Premiere Fund, the talent incubator program Accelerator Lab, the screen content co-production and financing market 37°South, and the Critics Campus program for emerging arts/film critics.

Our Vision: An enlightened, inclusive, engaged society through film.

Our Mission: To bring you the story of the world through curated and unforgettable screen experiences.

Core Values: Creativity, inspiration, integrity, independence.

Filmfest Limited trades as Melbourne International Film Festival (MIFF) and MIFF Industry, and is a registered charity.

ABOUT THE ROLE

The Finance Manager is responsible for financial planning and the accounting and corporate reporting requirements of MIFF. The Finance Manager plays a critical role in the organisation, with responsibilities involving preparation of budgets across all cost centres and monitoring internal controls, delivery of accounting policies, and refinement or development of policies, processes and procedures as required.

The Finance Manager works closely with the Bookkeeper to deliver the finance function across the whole organisation including payroll, accounts payable and receivable, financial analysis and reporting, investment oversight, and corporate compliance. The Finance Manager reports to the CEO and is a member of the senior leadership team. The Finance Manager will be proactive to identify solutions and improvements for financial processes and performance.

This is an exciting opportunity for a motivated candidate to make their mark in a rewarding environment. It is also a unique opportunity to contribute to the success of one of Australia’s premier cultural events and play a key role in shaping the future of MIFF.

AREAS OF RESPONSIBILITY AND DUTIES

Financial planning and analysis	<ul style="list-style-type: none"> • Develop and manage MIFF’s annual budget in collaboration with the CEO and senior management. • Conduct financial analysis to provide insights and recommendations for strategic decision-making by the Executive and the Board of Directors. • Monitor financial performance against budget and report variances to the CEO and Board.
Financial reporting	<ul style="list-style-type: none"> • Prepare accurate and timely financial reports, including monthly, quarterly and annual financial statements. • Prepare annual accounts and collaborate with external auditors to ensure the completion of annual audits in compliance with statutory requirements. • Present financial information to the CEO and Board in a clear and concise manner.

Grants and sponsorship management	<ul style="list-style-type: none"> Oversee financial aspects of all grants and sponsorships, both government and other, ensuring compliance with funding agreements. Generate relevant financial reports and/or present financial analysis for the same.
Donations and philanthropy	<ul style="list-style-type: none"> Reconciliation of Public Fund and donation revenue.
Cash flow management	<ul style="list-style-type: none"> Manage cash flow to ensure the organisation's financial stability and ability to meet its obligations. Implement effective cash-management strategies to optimise MIFF's financial resources.
Compliance and risk management	<ul style="list-style-type: none"> Ensure compliance with relevant charitable regulations, financial regulations, tax laws and reporting requirements. Identify and mitigate financial risks, implementing internal controls to safeguard MIFF's assets. Provide liaison with any external investment managers, when in place.
Systems and process improvement	<ul style="list-style-type: none"> Review all aspects of the finance function and identify opportunities for improvement. Recommend and implement changes to systems and processes to enhance operational efficiency.
Team leadership and collaboration	<ul style="list-style-type: none"> Be responsible for a Bookkeeper, who will support payroll, accounts payable and accounts receivable. Collaborate with other internal departments to provide financial insights and support cross-functional initiatives. Report to the Board on the organisation's financial status and be an active member of the Governance & Finance Sub-committee.
Maintaining good relationships with MIFF staff and stakeholders	<ul style="list-style-type: none"> Contribute to positive staff morale and maintain professional and productive working relationships with MIFF core and contract staff. Demonstrate a willingness to assist other staff when necessary. Contribute to a positive working environment. Display respectful behaviour towards other staff members and festival patrons. Communicate any problems, delays, risks or concerns to your manager immediately and recommend solutions where possible. Maintain confidentiality of all MIFF information and intellectual property.
Adhering to MIFF's Code of Conduct and HR policies	<ul style="list-style-type: none"> MIFF is committed to a respectful, safe and inclusive workplace that is free from discrimination, harassment, sexual harassment, bullying and victimisation. All MIFF staff and volunteers are expected adhere to MIFF's Code of Conduct. The Code of Conduct and HR Policies will be provided upon acceptance of the role.

EXPECTED PHYSICAL REQUIREMENTS

Below is an outline of the expected physical requirements and environmental conditions you will likely encounter while carrying out this position. If you require assistance or accommodations to work within these conditions, or if you require any more information, please contact jobs@miff.com.au.

Primary Actions/Conditions

- Sitting at a desk in an indoor air-conditioned office with carpeted floors.
- Use of computer and smartphone device, ability to navigate software including accounting and financial software, consistent use of screens.
- Walking, driving or catching public transport to external meetings.

Action/Condition	Never	Occasional	Frequent	Continually
Sitting			X	
Standing		X		
Walking		X		
Steps or stairs		X		
Squatting or kneeling	X			
Bending or twisting	X			
Working at heights <2m (i.e. working with hands above shoulder height)	X			
Working at heights >2m	X			
Reaching forwards or sideways		X		
Gripping or grabbing		X		
Typing on a smartphone, iPad or computer				X
Working in front of a screen (e.g. smartphone or computer)				X
Carrying of equipment		X		
Lifting floor to waist; waist to height		X		
Lifting above shoulder height	X			
Pushing or pulling		X		
Varied hours and shift duration		X		
Driving (as part of position)		X		

ABOUT YOU

Below are the **key selection criteria** for this role.

- Bachelor's degree in finance, accounting or a related field; CA or CPA certification.
- Proven experience in financial management, preferably within the arts and culture industry or not-for-profit sector more broadly.
- Strong analytical and strategic thinking skills, with the ability to communicate financial information effectively.
- Experience in compliance and reporting management, ideally in the not-for-profit sector.
- Experience with financial software and systems; proficiency in Microsoft Excel.
- Excellent time-management skills and the ability to balance internal needs and dependencies and meet organisational deadlines in a fast-paced environment.

HOW TO APPLY

To apply for this position, or for any queries, contact Damien Hodgkinson, Chief Executive Officer, at jobs@miff.com.au with 'Finance Manager position' in the subject line. When applying, please include the following:

- a cover letter
- a statement addressing the key selection criteria (no more than two pages)
- your CV.

Applications close at **5pm AEST on Monday 10 June 2024**.

MIFF is an inclusive and equal-opportunity employer, and welcomes applications from everyone. We especially encourage applications from Aboriginal and Torres Strait Islander people, members of the LGBTQIA+ community, culturally diverse people, d/Deaf people, neurodivergent people and people living with a disability.