

Role Title: Finance Lead
Team: ARTery
Department: CURATION, ARTS & CULTURE

Position Filled by:
Updated: 28 April 2018

Role Summary/Purpose:

Interface between ARTery and finance to ensure that grants are paid and documented accordingly. Work with the Artist Liaison to review documents before sending to artists including contracts, invoice templates and tax forms.

Working Relationships:

- ARTery team lead to create and manage overall budget
- Artist Liaison to assist with paperwork for grant artists
- Finance Team for approval of ARTery payments

Time/Dates Required:

Grant Prep & Budgets (Jan-Mar): 3-4 hours for meetings & review

Grant Paperwork (March, June, Aug, Nov): 1-2 hours per week (on average)

On site: no tasks on site

Duties/Responsibilities:

- Populate grant spreadsheets with financial information
- Ensure that all paperwork and receipts are correct and accounted for
- Log payments into xero using agreed format and process
- Communicate with finance and REC directors to approve payments

Necessary Qualities, Knowledge and Experience:

- Attention to detail
- Understanding of financial recordkeeping practices
- Clear communication
- Be able to work independently as well as within the small selection committee
- Time management and an awareness of deadlines and dates

Desirable Qualities, Knowledge and Experience:

- Knowledge of xero and the Burning Seed register of accounts