

# SYDNEY DANCE COMPANY

**JOB TITLE: DIRECTOR FINANCE AND ADMINISTRATION**  
Contract: Full time  
Reporting to: Executive Director  
Date: October 2024

## ABOUT SYDNEY DANCE COMPANY

Sydney Dance Company – a legendary force in contemporary dance – celebrated its 50th anniversary in 2019. Since 1986 the Company has been a resident of the purpose-built studios at The Wharf in Sydney's Walsh Bay Arts Precinct, on the land and over the saltwater of Gadigal Country.

Dance changes people. It's more than simply witnessing something beautiful or engaging with culture. To experience dance is to be positively altered. In performances at venues ranging from The Joyce Theater in New York to the Shanghai Grand Theatre, the Théâtre National de Chaillot in Paris and at home at the Roslyn Packer Theatre and Sydney Opera House, Sydney Dance Company has proved that there are no passive observers in a contemporary dance audience.

The reward of transforming audiences, and the raw pride of sharing Australian art with the world, has driven our ensemble of 17 dancers, led by Artistic Director Rafael Bonachela, to become one of the world's strongest forces in contemporary dance.

Alongside Bonachela's original works, our programs have featured guest choreographers such as Melanie Lane, William Forsythe, Antony Hamilton, Gabrielle Nankivell, Stephanie Lake, Alexander Ekman, Marina Mascarell and Cheng Tsung Lung, collaborations with Sydney Festival, Australian String Quartet, Australian Chamber Orchestra, Sydney Symphony Orchestra, Sydney Conservatorium of Music's Composing Women, composers Bryce Dessner, Nick Wales and the late Ezio Bosso, visual artists Lauren Brincat and Leah Giblin, and fashion designers Bianca Spender, Akira Isogawa and Romance Was Born.

We are also no longer solely a professional dance company, with a broad community beyond the practice and performance of our Company dancers.

We support a diverse range of other dance makers and creatives through the many branches of our company, expanding the creative practice and opportunities for our artform and its artists. The future faces of Australian contemporary dance work alongside our ensemble, develop their practice, and inspire the next generation through engagement with our pre-professional students. Independent voices are offered curated opportunities to amplify and showcase their work in our home at Walsh Bay Arts Precinct, alongside supported space and time to explore, create, develop and rehearse.

We have extended and broadened our education, outreach, and training activities to become a gateway for people to participate in dance at all levels, all helping to expand the Company's reach. We believe in the universality of dance, and, with over 80,000 attendances annually, we have the largest public dance class program in Australia, ensuring that each and every one of us can connect with the grace, strength and creativity of dance. Our nationwide education program offers multiple opportunities for primary and secondary students through to career focused study for Pre- Professional Year dancers and university graduates.

For more information see [www.sydneydancecompany.com](http://www.sydneydancecompany.com).

## POSITION PURPOSE

Reporting to and working closely with the Executive Director, this new role of Director Finance and Administration is a crucial member of Sydney Dance Company's Senior Leadership Team in an exciting time of growth and opportunity.

This role leads all budgeting and financial business planning, as well as overseeing day-to-day financial and payroll systems and process, ensuring compliance and the ongoing effectiveness and sustainability of Sydney Dance Company operations. This role also oversees Company policy development and implementation, alongside facility management, human resources, information technology, asset and risk management processes.

Leading a small team, this role works closely with all members of the Senior Leadership Team. This role will have direct contact with the Board of Sydney Dance Company and external stakeholders at a high level, and acts as Company Secretary.

The position will suit a highly experienced finance director or similar, with a specific connection or interest in the non-for-profit and/or performing arts sector. The successful candidate will be a subject matter expert, with superior analytical and financial decision-making skills, supported by a proven planning and prioritisation ability, with a passion for collaboration and effective people-oriented leadership.

## KEY ACCOUNTABILITIES

### **Budget, Reporting and Business Planning**

- Prepare detailed annual and multi-year budgets for all Sydney Dance Company activities in collaboration with the Senior Leadership Team (SLT) and the Executive Director, together with specific project budgets as required.
- Prepare regular and timely monthly management accounts, quarterly forecasts and annual reporting for Audit and Risk sub-committee and Board review and approval, as well as Executive Director and SLT decision making.
- Deliver expert financial management advice, underpinned by accurate modelling and analysis to generate strategic insights, report on performance, and assist with Board, Executive Director and SLT business planning.
- Develop financial strategies that assist in formulating the Company's future direction and support tactical initiatives.
- Liaise with Government funding bodies as required, including preparation of funding applications and acquittals and the provision of accurate and timely information, data and figures.
- Prepare Business Activity Statements (BAS), fringe benefit tax return, GST reporting, workers compensation returns and other miscellaneous third-party returns as required.
- Oversee the preparation of statutory accounts for audit, management of the annual audit and implement any audit recommendations in a timely manner.

### **Financial Management, Systems and Processes**

- Oversee the day-to-day financial operations such as payables, receivables and balance sheet management.
- Manage and oversee the cashflow of the company, including regular forecasting as required by the Board.
- In conjunction with the Audit and Risk sub-committee and third-party asset managers, manage investment of Sydney Dance Company cash to maximise returns within agreed risk profile.
- Ensure appropriate systems and controls are in place in finance and payroll, and make improvements as required for the efficient and effective operation of the finance and payroll functions.
- Supervise delivery of payroll, ensuring conformity to management approvals, Dancers' Collective Agreement and other award requirements. Ensure records and reporting are in accordance with Government legislation.
- Provide advice as to the application of award and other worker entitlements, including leave provisions.

### **Corporate Governance and Risk Management**

- Perform the duties and responsibilities of a Company Secretary as required by Australian Charities and Not-for-profits Commission (ACNC), the Company's constitution and any other relevant legislation. This includes preparation and issuing of Board papers and oversight of the Annual General Meeting (AGM).
- Assist the Board Chair and Executive Director in Board member recruitment and induction processes.
- Advise on taxation matters and ensure compliance with all relevant legislation.
- Ensure adequate safeguards and controls are in place over the assets of the company.
- Manage appropriate and adequate company insurance cover, overseeing renewals, reporting, liaising as required, and providing internal advice as required.
- Oversee the review and implementation of the Sydney Dance Company risk management framework.

### **Facilities, asset management and Information Technology (IT)**

- Maintain company asset register, depreciation schedule and capital budgeting for significant projects.
- Oversee management, maintenance, support and development of all IT systems – hardware and software, in conjunction with third party IT providers, ensuring appropriate services are in place for staff success.
- Manage contract and lease agreement associated with building operations, including, but not limited to, Hickson Road Lease, One Canal Road lease, utilities and other services.
- Ensure all legal responsibilities for Sydney Dance Company premises are met, including filing of notices, licence renewals and ensuring compliance with all statutory conditions. This includes acting as Liquor Licensee.

### **Human Resources and Workplace Health and Safety (WHS)**

- Maintain an up-to-date and complete register of Company Policies, updated in alignment with changes in external legislation or circumstances, internal review cycles and company requirements.
- Oversee the execution of all employment contracts, as well as staff induction and onboarding processes.
- Work with the Executive Director and other SLT representatives to periodically negotiate and agree the Dancers' Collective Agreement.
- Manage and monitor all workers compensation matters, including the ongoing relationship with the insurance company and acting as the company's Return to Work coordinator.
- Manage the reporting and review of all incident reports and associated WHS matters, including for the Board.
- Be an active member of the Sydney Dance Company Safety Committee.
- Assist the coordination of workplace programs for dancer health and wellbeing together with company medical advisors, Artistic Director and Rehearsal Director.

## **Organisational Leadership**

- Actively contribute to the development of wider organisational strategy, goals, and objectives.
- Lead, inspire and upskill the finance departmental team, including creating open channels for communication, identifying risks and opportunities, driving action, removing barriers, solving problems, and making decisions.
- Ensure the balanced and appropriate distribution of responsibilities within the financial team, monitoring, evaluating, and adjusting as required.
- Guide and coach staff, especially SLT members, to increase overall levels of financial literacy and decision making.
- Embed and provide ongoing encouragement of a culture of exemplary relationship management, both internally and externally, leading by example.
- Provide consistent, proactive, accessible, and transparent leadership across the Company, consistent with organisational values, policies, and objectives.
- Contribute as a collaborative and active member of the SLT.
- Act as Executive Director from time to time and as directed.

## **KEY WORKING RELATIONSHIPS**

This role reports to the Executive Director and works closely all members of the Senior Leadership Team (SLT), Board Chair and the Audit and Risk sub-committee Chair. Direct reports are the Financial Accountant and Payroll Assistant, with a broad range of external stakeholders including representatives of Government funding agencies and performing arts industry peers. This role will regularly attend Board and Board sub-committee meetings and provide reports to the Board and its sub-committees on areas of responsibility.

## **SELECTION CRITERIA**

### **Skills and Experience**

- Tertiary qualifications in accounting or relevant discipline, and a registered CPA or Chartered Accountant. Holding an MBA in a related field will be highly regarded
- Over five years' experience in a Finance Director and/or Chief Financial Officer role or equivalent.
- Effective and practical working knowledge of relevant Australian laws, regulations, tax and compliance.
- Company secretary and Board management experience, preferably in a non-for-profit environment.
- Demonstrable experience in applying industrial instruments such as the industry Awards, work health and safety requirements and other relevant policies in a not-for-profit environment.
- Experience in managing other corporate and administrative functions such as risk management, human resources (including workers' compensation), policy development, facilities and asset management, including information technology.
- Experience in relevant software systems, with specific knowledge of XERO (accounting), Sage Micropay (payroll) and Tessitura (Customer Relationship Management System) advantageous.

### **Personal Competencies**

- Resourceful, proactive, and driven professional looking to make a significant contribution to the next phase of an iconic Australian performing arts organisation's development.
- A subject matter expert, with a superior analytical and data-driven approach to business planning, excellent written and verbal communication skills, a highly developed attention to detail and an ability to maintain discretion within the context of confidential and sometimes sensitive information.
- An enabling leadership style which encourages people to perform at their best and to deliver business outcomes on time and within budget, with a proven capacity to mentor and guide the development of emerging and established talent, and to foster team spirit.
- Proven planning and prioritisation skills, with an ability to effectively innovate based on results and insights, with corresponding clear team communication and delegation.
- A commitment to genuine collaboration and partnership across internal and external stakeholders.
- Alignment with Sydney Dance Company's organisational values and policies.

## TERMS AND CONDITIONS

Full-time role, with the flexibility to work varied hours in response to the organisation's activities, including during occasional evenings and on weekends.

- Salary is dependent on skills and experience.
- Six-month probation period.
- Must have a current NSW Working with Children check prior to employment.
- Four (4) weeks annual leave.

The position is based at Sydney Dance Company, on the land and over the saltwater of the Gadigal at the Walsh Bay Arts Precinct, Wharf 4/5, 15 Hickson Road, Dawes Point, NSW.

- Sydney Dance Company is an accessible venue.
- Travel outside Sydney may be required.
- Working from home is managed in accordance with Sydney Dance Company policy, noting the in-person nature of most Sydney Dance Company activities and a highly collaborative organisational culture.

## APPLICATION PROCESS

**Please forward your application by email to**

Lou Oppenheim (she/her)

Executive Director | Sydney Dance Company

[lou@sydneydancecompany.com](mailto:lou@sydneydancecompany.com)

Your application should include:

1. Your **Curriculum Vitae** (no more than 3 pages)
  - Please include the names of 2-3 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (we will not contact your referees without your express permission).
2. A **cover letter** summarising how your experience is applicable to the role as outlined in the Key Accountabilities and Selection Criteria (no more than 1 page).
  - There is no requirement to individually address each accountability or selection criteria. Selected candidates will be asked to expand on this in the interview process.
3. An indication of your **earliest availability** to commence in the role if you were to be successful.

Applications close **Thursday 14 November 4pm AEDT**.

You must have the right to live and work in Australia to apply for this role.

***Sydney Dance Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, intersex and queer (LGBTQI+) people.***

We are committed to making reasonable adjustments to provide a supportive workplace without barriers.

If you require any adjustments before or during the selection process, please contact

Amy Burrows (she/her)

Executive Assistant | Sydney Dance Company

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