

Business Manager

The Australian National Academy of Music (ANAM) is Australia's national performance training institution for preparing the country's elite young classical musicians for professional careers.

ANAM's home in the South Melbourne Town Hall will be undergoing some significant regeneration work over the coming couple of years. We are looking for an experienced financial and project management professional who can lead this refurbishment project– and manage the relocation of ANAM's operation during the development period – in addition to taking senior responsibility for ANAM's financial management.

1. DETAILS OF EMPLOYMENT

Position title:	Business Manager
Salary range:	To be negotiated
Employment type:	Full time, permanent ongoing, subject to successful completion of a three-month probationary period
Level:	Level E (under the ANAM Workplace Agreement 2016)
Reports to:	General Manager
Direct reports:	Finance Coordinator; Operations and Facilities Senior Coordinator

2. ABOUT ANAM

ANAM is Australia's elite national performance training academy for classical musicians. ANAM provides an intense studio-based program of individually-tailored lessons, classes, coaching, seminars and rehearsals, which underpins one of the country's most active and innovative public performance programs. Founded in 1995, ANAM is funded by a mix of Commonwealth Government funding and private fundraising revenue and is currently training 70 of the country's most outstanding performers.

3. ROLE SUMMARY

Financial Management

- Responsible for the overall financial analysis and management of ANAM, including maintaining a collaborative and dynamic relationship with the Audit Committee of the ANAM Board and internal department managers;
- Responsible for maintaining accounting systems; and the development and implementation of forecast/budgeting systems that ensure the timely and accurate reporting of the financial performance of ANAM in accordance with accepted accounting principles;
- Responsible for preparation of annual and project budgets in consultation with the General Manager and relevant staff;
- Responsible for signing-off the annual audit with the Auditors and Financial Co-ordinator;
- Responsible for the finalisation of ANAM's monthly finance reports to the Board;
- Responsible for cost control throughout the organisation in conjunction with the General Manager;
- Responsible for line management of the Finance Coordinator.

Strategic and Government

- Analysis of financial performance. Interpretation of the statistical and accounting information to appraise operating results in terms of cost, budgets, policies of operation, trends and increased profit possibilities;
- Make recommendations concerning management of funds and assist in the valuation of business opportunities;
- Preparation of multi-year forecasts including profit and loss, cash flow and balance sheet
- Management of assets, including cash, capital expenditure planning and implementation;
- Contribute to the development of business opportunities for the Company.

- Liaise with government funding bodies as required, including the preparation of funding applications and acquittals in collaboration with the GM, and the provision of information and data as required.

Legal and Corporate Responsibilities

- Ensure all legal responsibilities are met (including but not limited to, GST, PAYG, other taxes, ASIC, Workcover, insurance, and financial and charitable reporting);
- Ensure company's risks are well managed, overseeing the facilitation and renewal of risk assessment, insurance and WHS procedures and policies.

Premises and Accommodation

- Represent ANAM's interests in the design and redevelopment process;
- Act as the central point of contact for the project, coordinating and responding to all communications related to the redevelopment, and assist GM in the implementation of the government relations and communications strategy for the redevelopment;
- Attend all project related meetings (including design and planning, working group, site meetings, ensuring that relevant ANAM personnel are represented);
- Coordinate review of all project documentation on behalf of ANAM;
- Prepare and present project status reports to ANAM board and funding bodies;
- Provide key advice and assistance to the GM in the oversight of project budgets.
- Coordinate relocation of ANAM to temporary accommodation, including identifying temporary premises, contracting, set-up and relocation.

IT Management

- Oversee management, maintenance and development of all IT systems – hardware and software.
- Liaise with external suppliers and contractors to ensure all IT systems function to the best of their ability.
- Identify areas for improvement in the IT infrastructure of the company.

5. PERSON SPECIFICATION

Aptitudes/Abilities/Skills

- A positive and energetic leader, with the capacity to successfully manage cost, risk and practicality while delivering project outcomes.
- Proven ability to work under pressure, manage competing demands and meet deadlines.
- Demonstrated ability to liaise effectively with a wide range of stakeholders, including Government.
- Proven business acumen and ability to forecast financial outcomes
- Proven high standard of attention to detail and 'follow through'
- Registered Certified Public Accountant or Chartered Accountant

Experience

- High level financial/accounting experience, preferably in an arts organisation or other not-for-profit company
- Experience in the management of IT systems, computer hardware and software, including MYOB and high-level experience in Excel
- Experience in working in a changing and dynamic environment
- Demonstrated experience in project management, including the delivery of infrastructure projects or facility management;
- Experience in planning and implementing building maintenance or development projects.
- Demonstrated experience in the management and supervision of staff.

Knowledge

- Knowledge of accepted accounting principles
- Knowledge of company and employer statutory obligations, including WHS
- Knowledge of Mac based computer networks and networked applications
- Knowledge of venue management;

- An interest in and sensitivity to musicians and the creative process.
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6. OTHER INFORMATION

ANAM's Commitment to the Safety of Children and Young People

ANAM has a commitment to uphold and respect the safety of all children and young people. ANAM management positions require a current Victorian Working with Children Check, and a National Crime Check.

Equity and Diversity

ANAM promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. ANAM encourages people with a disability, indigenous Australians, young people and people from culturally diverse backgrounds to apply for this job.

The cohort of employees at ANAM is selected solely on the basis of merit. Employment at ANAM is based on a recruitment process that includes a panel-based interview. ANAM employees are encouraged to undertake diversity and inclusion awareness training and professional development activities.

7. APPLICATIONS

Enquiries: Nick Bailey, General Manager 03 9645 7911 n.bailey@anam.com.au

Applications: Charlotte Cassidy, Business, People and Culture Manager, c.cassidy@anam.com.au by 5pm Friday 12 April 2019.

Applications must consist of a cover letter addressing the person specification, and a CV which contains three referees, within a single PDF. Referees will not be contacted with out prior notice. Applications submitted automatically via Arts Hub will not be accepted.