

# Melbourne Symphony Orchestra

## Position Description

<b>Job Title</b>	Financial Controller	<b>Date</b>	December 2023
<b>Department</b>	Finance	<b>Reports to</b>	Chief Financial Officer
<b>Location</b>	MSO Southbank Offices	<b>Role Status</b>	Full time

### 1. POSITION PURPOSE

The Financial Controller is responsible for overseeing the accounting and corporate reporting requirements for the MSO, whilst assisting the CFO to ensure sound financial management across the Company. This includes implementation of accounting policy/best practice/compliance obligations, internal and external financial reporting, financial analysis, supervision of an end to end payroll process and implementation and maintenance of internal controls and processes to support financial best practice. There is also a strong focus on proactive identification of issues, opportunities and solutions to ensure effective risk management, financial performance and sustainability.

Overseeing a small team, the role works closely across all functions of the business, and plays an important role in improving financial literacy and budgetary management. A confident and strategically oriented understanding of the unique challenges facing not for profit entities, particularly within the performing arts, is essential.

### 2. MSO MISSION VISION and VALUES

<b>Our Vision</b>	Through the shared language of music, we create meaningful cultural experiences for our audiences, delivered to the highest possible standard.
<b>Our Mission</b>	Enriching lives through music.
<b>Our Values</b>	Respectful, Collaborative, Innovative, Diverse
<b>Guiding Principles</b>	<p>WE LISTEN to each other, and we listen to our audiences. We continuously tune in to build connections that bring joy and validation.</p> <p>WE CREATE welcoming experiences that showcase the beauty and wonder of artistic craft. Innovative performances that elevate the moment and endure in the spirit.</p> <p>WE UNITE our individual strengths and celebrate our unifying love of music, fostering understanding and belonging.</p>

### DIMENSIONS and WORKING RELATIONSHIPS

<b>Reports to</b>	Chief Financial Officer
<b>Direct Working Relationships</b>	<ul style="list-style-type: none"><li>• Accountant, Senior Payroll Officer, Accounts Assistant;</li><li>• All departments, but particularly Sales and Commercial (including Box Office), Philanthropy, Artistic Planning, Operations and Marketing;</li><li>• MSO Board (including Finance and Governance Committees);</li><li>• Industry peers and influencers (within both finance and the performing arts);</li><li>• Other internal and external stakeholders as appropriate.</li></ul>

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### 4. MAJOR RESPONSIBILITY AREAS

The main responsibilities of the Financial Controller are:

- Finance Administration;
  - Budgeting, Forecasting and Reporting;
  - Supervision of End to End payroll processing;
  - Cashflow Management;
  - Risk Management;
  - Leadership;
  - Continuous Improvement/Innovation;
  - Occupational Health and Safety.
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### 5. KEY RESULT AREA MAJOR ACTIVITIES

<b>Finance Administration</b>	<ul style="list-style-type: none"><li>• Manage chart of accounts for general and project ledgers;</li><li>• Oversee the monthly reconciliation of all ledgers and-sub ledgers;</li><li>• Analyse business performance/results (budget, cash flow, salaries and wages) providing considered and informed feedback to CFO and other internal stakeholders (e.g. Managing Director) as required;</li><li>• Act as contact point for external audit and ensure compliance with organisational, funding and legislative compliance obligations;</li><li>• Funding acquittals and reporting;</li><li>• Cashflow management;</li><li>• Supervise end to end payroll processing;</li><li>• Manage all organisational insurances (including public liability, asset protection and WorkCover).</li></ul>
<b>Budgeting, Forecasting and Reporting</b>	<ul style="list-style-type: none"><li>• Oversee production and review of monthly P&amp; L and balance sheet;</li><li>• Prepare annual budgets and forecasts;</li><li>• Provide informed and strategically oriented analysis of wages and salary costs;</li><li>• Financial modelling and analysis;</li><li>• Timely and accurate delivery of all procedurally required reports and financial statements – including board and audit, statutory accounts, GST, FBT, BAS, ATO, Superstream etc;</li><li>• Management of milestone forecasts for public and private funding grants, including reporting and acquittal.</li></ul>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>• Play a lead role in identifying and resolving any issues as they arise, implementing preventative strategies as appropriate;</li><li>• Oversee AP and AR functions, monitoring debtor register;</li><li>• Monitor adherence to budgets and raise inconsistencies with Managers, to facilitate solutions;</li><li>• Ensure any variations to budgets or forecasts are promptly and accurately identified and explained in management reports, including any future/potential exposures and suggested solutions;</li><li>• Manage annual review of insurance program.</li></ul>

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### 5. KEY RESULT AREA MAJOR ACTIVITIES cont.

#### Leadership

- In consultation with the CFO, oversee the daily work of the Finance team, monitoring work, setting priorities and ensuring timely and accurate delivery of outcomes, with an appropriate focus on providing professional customer service and accessibility to the broader organisation;
- Delegate tasks to direct reports in line with skills, knowledge and ability and, where necessary, identify skill gaps and training requirements;
- Advise and coach Heads of Department on prudent and effective financial management, encouraging a best practice approach;
- Leverage experience and seniority to inspire confidence, credibility and best practice in the function, both internally and externally.

#### Continuous Improvement and Innovation

- Continually assess current work practices and processes and make necessary improvements to ensure that the finance function is operating as effectively and efficiently as possible;
- Actively champion best practice and innovation in improving team capacity and customer service;
- Maintain peer networks and industry awareness, especially in relation to both legislative/compliance matters, and adoption of technological innovation.

#### Occupational Health and Safety

- Work with management and other team members to ensure that all occupational health and safety (OHS) risks are minimised through awareness and application of safe working practices.

### 6. ESSENTIAL CRITERIA

- Tertiary qualifications in accountancy, plus Chartered or CPA certification;
- Previous experience as a Financial Controller within a complex organisation;
- Experience and confidence in managing regulatory, compliance and reporting matters within both commercial and NFP domains;
- The ability to translate complex financial concepts in a respectful and accessible way for a variety of audiences;
- Prior experience with working with and presenting to, Boards, Committees and other key stakeholders with polish, confidence and professionalism;
- Exceptional levels of financial literacy and numeracy;
- High levels of computer literacy, especially in relation to financial reporting and computing software and data bases;
- Demonstrable ability to oversee and ensure an efficient payroll function, along with other day to day finance processes, providing mentoring and guidance as required.

### 7. DESIRABLE CRITERIA

- Interest in/appreciation for orchestral music.

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### 8. PERSONAL CHARACTERISTICS

- Calm, balanced and professional demeanour, with natural leadership ability that inspires confidence and credibility;
  - Demonstrable capacity to balance multiple priorities in a fast-paced environment;
  - Ability to work independently and as part of a team, combined with well-developed coaching and mentoring skills;
  - Highly developed communication and interpersonal skills, with the ability to exercise tact and discretion and maintain confidentiality;
  - Professional confidence, maturity and sound judgment, combined with a naturally collaborative and consultative style, and an ability to strike an appropriate balance between the two;
  - Excellent administrative skills; experience in meeting deadlines and working within time constraints, whilst maintaining a high level of attention to detail.
  - A naturally enquiring and curious mindset, especially in relation to problem solving and embracing new ideas/innovations.
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### 9. DECISION MAKING AUTHORITY

The position holder works under the general direction of the Chief Financial Officer, but exercises considerable autonomy and professional judgement as a Senior Manager. The role will deputise for the CFO from time to time as required.

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## Recruitment Process

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MSO is an Equal Opportunity Employer. MSO is committed to creating a diverse and inclusive environment. All qualified applicants will be considered for employment without regard to race, colour, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital or disability status. Aboriginal and Torres Strait Islander people are encouraged to apply.

Your privacy is important to MSO. It is the policy of MSO to respect the confidentiality of information and privacy of individuals. Personal information provided by you as part of your application (whether oral, electronic, or written) will be collected and processed for the purpose of evaluating your application for employment. In order to carry out this purpose, your information may be disclosed to appropriate persons in our offices. Any information we hold will be governed by the most current version of the MSO Privacy Policy and relevant legislation.

### Key dates

Applications close 11.59pm Sunday 14 January 2024

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### How to apply

To apply please forward a covering letter and current resume with the subject line Financial Controller application – YOUR NAME, to:

**Alex Fitzgerald**, People and Culture Business Partner  
jointheteam@mso.com.au

Only shortlisted candidates will be contacted.

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## About the Melbourne Symphony Orchestra

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Established in 1906, the Melbourne Symphony Orchestra is Australia's pre-eminent orchestra and a cornerstone of Victoria's rich, cultural heritage.

Each year, the MSO engages with more than 5 million people, presenting in excess of 180 public events across live performances, TV, radio and online broadcasts, and via its online concert hall, MSO.LIVE, with audiences in 56 countries.

With a reputation for excellence, versatility and innovation, the MSO works with culturally diverse and First Nations leaders to build community and deliver music to people across Melbourne, the state of Victoria and around the world.

In 2023, the MSO's Chief Conductor, Jaime Martín continues an exciting new phase in the Orchestra's history. Maestro Martín joins an Artistic Family that includes Principal Guest Conductor, Xian Zhang, Principal Conductor in Residence, Benjamin Northey, Conductor Laureate, Sir Andrew Davis CBE, Cybec Assistant Conductor Fellow, Carlo Antonioli, MSO Chorus Director, Warren Trevelyan-Jones, Soloist in Residence, Siobhan Stagg, Composer in Residence, Mary Finsterer, Ensemble in Residence, Gondwana Voices, Cybec Young Composer in Residence, Melissa Douglas and Young Artist in Association, Christian Li.

The MSO regularly attracts exceptional artists from across the globe including Chinese pianist Lang Lang, German violinist Anne-Sophie Mutter, Japanese composer Joe Hisaishi, American soprano Renée Fleming and, in 2022, cellist Sheku Kanneh-Mason (UK), Korean pianist Yeol Eum Son, tenor Kang Wang and conductor Vasily Petrenko.

Committed to shaping and serving the city it inhabits, the MSO reaches beyond the customary classical audience. Recent contemporary collaborations include performances with Tina Arena, Archie Roach, Nick Cave & Warren Ellis, Ben Folds, The Bamboos, Vera Blue, Dannii Minogue, Birds of Tokyo, and the Australian premiere of *Toy Story* in Concert.

The first Australian orchestra to perform overseas (1965) and the first to debut at Carnegie Hall (1970), the MSO has a proud history of international touring and has established firm roots through regular engagement in China, Indonesia and Singapore. The MSO boasts close ties with some of the world's finest orchestras including London Symphony Orchestra, Singapore Symphony Orchestra and the National Centre for Performing Arts in Beijing.

As an active ambassador for the arts, the MSO campaigns for the rights of all people to gain access to our music. Presenting carefully curated learning programs, a regional touring schedule, accessible concerts and free community events, the MSO provides opportunities for music lovers to be involved with the Orchestra, no matter their age or location.

