



Castlemaine State Festival Ltd

Finance & Administration Manager

Staff Role Description

Role context:	<p>Castlemaine State Festival delivers Victoria's premier regional arts festival and historic Goods Shed Arts venue operating on a baseline turnover of about \$0.25M per year in between its festivals and about \$0.75M per year in a festival year.</p> <p>Good management of our finances, records and systems is important to anchor a well-run arts organisation. The role will be supported by CSF's external accountants and volunteers.</p> <p>The role will support the festival Board, the Festival Director and staff. The role is Part Time, three days per week, but likely to expand to 4 days per week for the period from February 2026 to April 2026 in the lead up to and closing off financials for the 2026 Castlemaine State Festival in March 2026.</p>
Title:	Finance & Administration Manager
Role workload:	Part-time, 3 days per week, increasing to 4 days per week for a period from February 2026 – April 2026 onsite at the CSF Office at the Goods Shed in Kennedy St Castlemaine
Work-team:	CSF staff
Reports to:	CSF Festival Director and the CSF Treasurer
Internal relationships:	CSF's contracted accountants, CSF Board, volunteers
External relationships:	External auditors, government agencies, suppliers, patrons and supporters
Skills:	Financial management, including book-keeping, payroll, Xero financial system, records management, cloud-based systems, familiarity with HR processes, interpersonal communications
Experience:	<p>Managing finance and administration for an SME including governance obligations to ACNC and ASIC.</p> <p>Familiarity with the operations of an arts festival organisation preferable</p>
Tools / systems:	Xero, Monday, Dropbox, Google Workspace, Slack, email, office apps including Excel
Role objectives:	<ol style="list-style-type: none"> 1. Manage the accounting, financial management and administration functions to agreed service standards.

2. Oversee authorised financial transactions, accurate financial records, secure office systems and assets and up-to-date office records.
3. Oversee the Company's governance and reporting obligations to corporate regulators in particular ATO, ASIC and ACNC
4. Support the Festival Director and Board in achieving the company's plans for a well-run festival organisation.

Key responsibility areas and specific duties:

1. Accounting services
 - a. manage the accounting system, and complete periodic transaction entries and bank reconciliations
 - b. manage accounts payable and contribute to accounts receivable
 - c. recommend upgrades or improvements to our accounting system or services
 - d. manage processes for collecting and remitting GST, and periodic BAS returns, FBT returns etc.
2. Financial management
 - a. work with the Festival Director and CSF Treasurer to produce periodic financial statement reporting and any financial dashboard reporting
 - b. work with our contracted accountants to support the company's annual financial audit
 - c. support the preparation of an annual budget with the Festival Director and Treasurer
 - d. manage compliance with key statutory financial requirements (e.g. ASIC / ACNC)
 - e. recommend and support financial management procedures and policies and internal audit procedures, and monitor adherence to them
 - f. manage organisation's maintenance of insurance policies for assets, public liability, Workcover, volunteers, and D&O
3. Administration of office records, systems and assets
 - a. maintain effective systems and processes for managing office records
 - b. manage compliance with statutory governance requirements (eg members register, Director appointments and resignations)
 - c. oversee effective procurement for office supplies and office assets
 - d. secure office assets
 - e. secure user access to systems and assets

- f. recommend and support enhancements to office workflows or volunteer resources needed to support the functioning of the CSF office
 - g. recommend and support upgrades or improvements to our records management, office systems or procedures for asset management
 - h. recommend and support initiatives to support a collaborative work culture
4. Other administrative support duties as reasonably directed

Delegations and authorities:

- authorising budgeted payments under contract up to a value of \$5,000
- authorising budgeted office expenses up to a value of \$5,000
- making payroll payments authorised by the Festival Director or a director

Evaluation areas:

- up-to-date accounting records, and contribution to accurate and relevant financial reporting
 - on-time and accurate accounts payable, contribution to accounts receivable
 - secure office systems and assets, up-to-date office records
 - contribution to a collaborative staff and volunteer work culture
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October 2025