

MALTHOUSE

FINANCE & ADMINISTRATION TEAM

FINANCE ADMINISTRATOR POSITION SUMMARY

Reports to:

Finance Manager

Works closely with:

Finance Assistant, Casting Manager, Operations Manager, Ticketing CRM & FOH Manager, Box Office Manager, FOH Manager

Position Summary:

The Finance Administrator will primarily be responsible for managing payroll processes, ensuring accuracy and compliance with regulatory requirements. This role involves maintaining meticulous payroll and financial records, some accounts receivable and payable functions, and staying updated on relevant legislation. Strong organisational skills, attention to detail, and the ability to work both independently and collaboratively are essential for success in this role.

This is a part-time (0.4) position based at Malthouse Theatre in Melbourne on Tuesdays & Wednesdays.

Company Profile

Malthouse is a unique artistic institution in Melbourne, Naarm full of history, that creates thought-provoking live theatre experiences and offers great hospitality. It's a place to connect and a place to feel at home in a community of artists and arts lovers. Be unafraid, be entertained, be switched on.

Malthouse Theatre offers a range of benefits to employees, including access to complimentary and discount tickets, salary sacrifice options, flexible work arrangements, generous discounts at our café and bar, a free and confidential Employee Assistance Program.

Malthouse Theatre is an Equal Opportunity Employer. We are a theatre for all. First Nations, Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ people, people of colour, and people from culturally and linguistically diverse, migrant and/or refugee communities are strongly encouraged to apply.



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MAIN DUTIES AND RESPONSIBILITIES

Payroll:

- Process payroll for permanent, seasonal, and casual staff members on a weekly basis.
- Review and rectify timesheets for accuracy, ensuring compliance with relevant regulations.
- Allocate payroll expenses to appropriate departmental accounts and manually enter journal into accounting system
- Ensure timely submission of STP2 files to the Australian Taxation Office (ATO).
- Uploading approved payroll file to bank for payment
- Prepare weekly PayDay superannuation submissions
- Facilitate termination pays for actors, stage managers, and other terminating staff members.

Database Maintenance:

- Maintain and update the payroll database, including employee information such as tax rates, pay rates, addresses, and banking details.
- Manage additions and terminations of employees.
- Oversee superannuation funds, salary sacrifice arrangements, and other payroll-related details.

Leave and Time Management:

- Monitor and accurately record Time Off In Lieu (TOIL) for production staff.
- Manage and track accrued leave balances, including annual leave and personal leave.
- Facilitate the reporting of annual leave balances to department heads on a monthly basis.

Compliance and Regulations:

- Stay informed about relevant changes in payroll laws, regulations, and compliance requirements. Ensure payroll processes adhere to legal and regulatory standards, implementing any necessary updates or changes as needed.

OTHER DUTIES AS REQUIRED:

Accounts Management:

- Issue invoices to clients and customers.
- Record payments and follow up on overdue accounts receivable.
- Process invoices, manage supplier payments, and send remittances accordingly.
- Record daily box office takings.



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Financial Administration and Support:

- Record company credit card statements and petty cash transactions.
- Administer NGO maintenance grant acquittal processes.
- Prepare show settlements for productions and events, including Malthouse season shows, hirer shows, and comedy festival settlements.
- Support royalty letter preparation for Malthouse artists and other contractual obligations.
- Assist with annual audit preparation.
- Other administrative tasks as required by Finance Manager

Key Selection Criteria

The successful applicant will demonstrate the following:

1. Strong financial administration skills - (Ability to maintain accurate financial records and data bases, with attention to detail).
2. Ability to work with autonomy and abide by deadlines - (Can prioritise tasks, solve problems and work effectively both independently and in a team).
3. Compliance and regulatory knowledge - (Stay updated on relevant legislation and ensure adherence to regulatory requirements).

Highly regarded:

1. Demonstrated experience in payroll processing - (Efficiently process payroll, ensuring accuracy and compliance with regulations).
2. Effective accounts management abilities - (Manage accounts receivable and payable functions, including invoicing and reconciliations).

Inherent Physical Requirements

The physical requirements of your position are consistent with those of an administrative worker in an office environment. The Malthouse Theatre administration office is located on Level Three of the Malthouse venue and is accessible by stairs. More information about access in our venue can be found here malthousetheatre.com.au/visit-us/access .