



Position Description

POSITION: Head of Finance & Business Operations
LOCATION: 303 Marrickville Road, Marrickville, NSW 2204
REPORTS TO: CEO & Festival Director
WORKS WITH: Sydney Fringe Team & Board
REMUNERATION: \$120,000, plus Superannuation
STATUS: Full Time Employee

- **Join a passionate, purpose-driven organisation that values collaboration and innovation.**
- **Lead and shape the finance function of a growing and dynamic cultural institution.**
- **Flexible working arrangements and generous leave entitlements.**

About Sydney Fringe

Sydney Fringe is the largest independent arts festival in New South Wales, showcasing over 2,000 artists across diverse genres and venues every September. Our mission is to celebrate, support, and empower Sydney's creative community while fostering a vibrant and inclusive cultural scene.

About You

We are seeking an experienced, professional, and passionate Head of Finance & Business Operations to lead the organisation through its next phase of growth. This hands-on role is ideal for a dynamic and flexible professional who thrives in a fast-paced environment. The successful candidate will be a team player with a "can-do" attitude, an impeccable eye for detail, and a strong passion for operational efficiency and process improvement.

About the Role

As the Head of Finance & Business Operations, you will work closely with the CEO, playing a key role on the executive management team. This is a crucial position that helps drive the success of Sydney Fringe, ensuring the effective financial management and operational viability of our annual festival and year-round programs.

Key Responsibilities

The key areas of accountability of this role are:

- Develop and implement financial strategies to support organisational growth and operational efficiency.
- Financial and management accounting, including P&L statements, balance sheets, and cash flow projections, budgeting and forecasts, tax compliance, and funding acquittals,
- Statutory reporting and Board reporting.
- Support the CEO in preparing grant applications, and developing revenue models.
- Compliance and Risk Management
- Manage and maintain all organisational systems and policies , ensuring efficient operations across departments.
- Oversee human resources administration, supporting the recruitment, development, and wellbeing of staff.
- Mentor, manage, and develop a finance and business operations team of two

Qualifications and Experience

- Bachelor's degree in Accounting, Finance, Economics, or a related business discipline.
- CPA or CA qualifications are highly desirable.
- Proven experience in financial management, ideally within the arts, culture, or non-profit sectors.
- Experience working with government or semi-government funding bodies and compliance frameworks.
- A passion for the arts and cultural industries is a strong advantage.
- Strong understanding of systems, reporting, and compliance standards.
- Strong project management experience, with a demonstrated ability to lead and manage complex financial operations.

- Excellent leadership, management, and communication skills, with the ability to engage and motivate a diverse team.
- A solution-oriented mindset, with the ability to adapt to evolving organisational needs.
- Passionate about Sydney Fringe's mission and values, and dedicated to supporting the arts and creative industries.

Application Process

Sydney Fringe is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. We are committed to creating an inclusive and supportive work environment that values diversity and promotes equal opportunities.

To apply, please submit your resume, a cover letter and contact information for three professional references.

Applications should be sent to: patrick@sydneyfringe.com with the heading: Head of Finance and Business Operations application

Closing Date:

15th January 2025