

POSITION DESCRIPTION

Position Title: Finance and Operations Manager

Position type: 3 year full time contract

Salary range: \$85,000 - \$95,000 + 10.5% superannuation (11% from 1 July 2023)

ABOUT 4A

4A Centre for Contemporary Asian Art (4A) advances Australia's cultural engagement with Asia and the global Asian diaspora through the commissioning and presentation of contemporary visual arts and creative expression. Everything we do focuses on elevating Asian Australian representation locally, nationally, internationally, and online. We actively amplify diasporic voices, initiate intercultural and transnational collaboration, and incubate emerging Asian Australian cultural transformers.

Over the next four years, 4A will advance our identity as a multiplatform brand and catalyst of Asian Australian art and culture, augmented by fresh digital extensions and a future-forward international profile. Located in the heart of Sydney's Haymarket, our vision is to be the go-to destination and hot spot for contemporary Asian Australian art, innovation, and creative expression. Through diverse and dynamic programming, 4A connects the hyperlocal with the global, forges diasporic networks, and expands our scope and presence online, across screens, and into new virtual worlds.

ABOUT THE ROLE

We have a newly created opportunity for a Finance and Operations Manager to join 4A's Senior Management team based in Sydney's vibrant Haymarket district. This role provides financial and operational oversight of a growing creative precinct. The Finance and Operations Manager plays an intrinsic role in laying down and implementing the operational foundations to strengthen 4A's brand identity, designs the systems and structures to support 4A's increased engagement with Asia through digital and multi platform channels, and supports the CEO/AD in analysing the business needs of the organisation to uncover new opportunities for growth.

The Finance and Operations Manager will have key responsibilities for implementing and managing new revenue streams, digital giving, financial modelling, and

managing cross-industry partnerships, stakeholders, and funding requirements under the direction of the Artistic Director/CEO. The role will be critical in working closely with the Artistic Director/CEO to reshape 4A and the underlying operational foundations into an art, tech, and innovations hub, and go-to destination in Haymarket.

Team building is essential in this role. The Finance and Operations Manager will support the Artistic Director/CEO in overseeing a diverse team, and will proactively initiate professional development and in-market opportunities, facilitate career advancement, and exhibit exemplary internal and external facing collaborative leadership.

Operational agility, accounting and financial acumen, proficient funding and investment raising skills, systems designs skills to improve efficiencies will all be essential. The Finance and Operations Manager will support the Artistic Director/CEO and the Board with keen insights, risk appraisal, and evaluations frameworks needed to make informed financial and strategic decisions to support the ongoing sustainability of 4A.

The Finance and Operations Manager will ensure and implement 4A's compliance with legislation, reporting, and together with the Artistic Director/CEO will work with the Board to provide necessary financial modelling and implement new revenue streams for individual donors, digital giving, foundations, sponsors and government funders.

CANDIDATE PROFILE

The Finance and Operations Manager will have highly developed financial acumen with an interest in enhancing their operational management skills. They will be a confident entrepreneurial thinker with the ability to collaborate and work independently, but also comfortable acting as 'co-pilot' to the Artistic Director/CEO to leverage new funding, partnerships, philanthropic support.

The Finance and Operations Manager will have a passion and interest in digital innovation and how advances in emerging technologies can be harnessed and implemented to grow the 4A brand and organisational relevance, and willing to lean into working at the interface between the creative and tech industries.

They will also understand the vital role that 4A plays within the local, national and international context, the organisation's new digital direction, and the position that 4A's plays in forging connections between Australia and the Asia Pacific.

SELECTION CRITERIA

The ideal candidate will demonstrate ability and/or expertise in the following areas:

1. Financial management and operations – The candidate will have experience in financial modelling and accounts management. They will be confident in guiding and coaching a team of emerging Asia Pacific leaders, and adept at managing the financial and physical resources that support the operational stability and sustainability of a creative precinct.

2. Stakeholder management – The candidate will have the capacity to manage partnerships and stakeholder expectations to fulfil the organisation’s mission and further develop 4A’s influence and profile nationally and internationally, and will be able to work collaboratively with the Senior Management Team to fulfil organisational objectives.

3. Digital literacy – The candidate will have a good understanding of digital to amplify the operational capacities of 4A, our national and international profile, public programs, and audience engagement. The candidate will also be curious about new advances with creator economies that can be leveraged to grow 4A’s commercial acumen and brand.

4. Independence and leadership – The candidate will have the ability to use their initiative, drive, and collaborative style to ensure in-person operations are efficient, while balancing multiple competing priorities. They will be a pragmatic realist who is able to escalate issues as needed, and act with integrity as a key leader within the team and independently where required.

5. Advocacy – The candidate will be a strong communicator with an ability to engage with a variety of stakeholders, artists and creatives, cross industry partners, funding bodies, and corporate and private donors. They will be able to articulate and advocate for 4A as directed and the diverse communities it represents.

WORKING RELATIONSHIPS

Position	Finance and Operations Manager
Reporting to	Artistic Director/CEO
Direct Reports	<ul style="list-style-type: none">● Financial Consultant● Operations Coordinator● Casual Gallery Assistants● Interns and Volunteers

ROLE RESPONSIBILITIES

<p>Strategy and Finance</p>	<p>With the Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Devise, implement and review 4A's Digital Plan, including new revenue sources such as crypto giving; ● Develop and maintain an annual budget and project budgets in consultation with 4A's Treasurer; ● Develop short and long-term financial goals in consultation with 4A's board. Ensure these goals are attainable and achieved; ● Review reports prepared by the Financial Consultant (including P+L, Balance Sheet and Cash Flow Forecasts); ● Prepare narrative responses to financial reports ahead of each board meeting and upon request; ● Manage the production of the Annual Report.
<p>Operations and Compliance</p>	<p>Independently:</p> <ul style="list-style-type: none"> ● Monitor the day-to-day of 4A's annual budget, updating forecasts monthly; ● Work with 4A's consulting accountant fortnightly to manage accounts payable, accounts receivable and payroll; ● Manage the annual audit in consultation with 4A's consulting accountant; ● Maintain financial record keeping. <p>With the Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● In consultation with the Board, negotiate leases and licences associated with tenancies, and ensure that the Organisation remains compliant with all associated legal agreements ● Develop, review and negotiate all contracts and ensure that contractual obligations are met ● Ensure that sustainable practices and procedures are developed throughout the organisation <p>Independently:</p> <ul style="list-style-type: none"> ● Develop, enforce and update policies and procedures for the management of 4A's operations ● Manage 4A's legal obligations, including IP as it pertains to digital art and creative innovations and advise the Artistic Director/CEO and Board of any changes or matters as they arise ● Ensure that occupational health and safety standards are maintained ● Ensure that the Organisation is adequately covered by insurance policies related to Property, Public liability, Directors Liability, and Volunteers ● Ensure legislative compliance

Human Resources	<p>With the Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Actively develop a collaborative and collegiate workplace culture ● Support the professional development of all team members ● Lead mentorship of team members, contractors, interns and volunteers ● Manage the recruitment of staff and the development of employment contracts as directed. <p>Independently:</p> <ul style="list-style-type: none"> ● Develop, implement and revise HR policies and processes ● Conduct annual performance reviews with direct reports and assist with other performance reviews as required.
Development	<p>With the Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Identify and pursue digital business partnerships and maintain new and existing business relationships ● Manage the grant applications and acquittal process to funding bodies and foundations ● Foster and manage excellent working relationships with government agencies, City Councils, foundations and international bodies to develop support for 4A ● Identify, develop and retain private and commercial sector support for 4A ● Develop short and long-term fundraising goals and supervise their implementation and realisation ● Build new working relationships and enhance existing ones with respect to program, funding and cultural advocacy ● Develop and supervise the annual Development timeline ● Supervise the preparation, negotiation and delivery of benefits for private donors and corporate sponsors <p>Independently:</p> <ul style="list-style-type: none"> ● Supervise the preparation and submission of all applications, proposals, acquittals and reporting.
Advocacy and Engagement	<p>With the Artistic Director/CEO:</p> <ul style="list-style-type: none"> ● Ensure that 4A is perceived as an innovator in contemporary art and the Asia Pacific ● Ensure that 4A remains an accessible organisation that supports all types of community engagement ● Maintain excellent cross-industry relationships nationally and internationally ● Develop and maintain relationships with all stakeholders including government funding agencies; all tiers of government; donors and foundations; corporate partners and the media ● Participate in industry panels, meetings and committees as

	required
	Independently: <ul style="list-style-type: none"> • Manage outcomes tracking and evaluating 4A programs and 4A Strategic Plan • Pitch preparation
Board	With the Artistic Director/CEO: <ul style="list-style-type: none"> • Work with the Board and relevant subcommittees to achieve 4A's strategic goals • Prepare briefing notes for Board Members involved in meetings with funding agencies, donors, external relations and other supporters
	Independently: <ul style="list-style-type: none"> • Prepare and manage Board meeting schedules and agendas, minutes and all correspondence • Attend regular Board meetings, take minutes and report on all operational matters • Act as Company Secretary and Public Officer of 4A and ensure compliance with Corporations Law and all other local and state legal requirements, including ACNC and ROCO reporting.

HOW TO APPLY

Please email the following to our Artistic Director/CEO, Thea Baumann, via careers@4a.com.au

- A curriculum vitae (cv) of no more than three pages
- A statement of no more than two pages that illustrates how your skills, knowledge and experience match the Selection Criteria
- Ensure your full contact details including phone number and postal address, are included in your CV and covering email.
- Provide all attachments as PDF's.

Applications close: Monday, 13 March, 11:59 pm