

Financial Analyst and Manager

Salary: \$65,000-\$75,000 + super

Positive Solutions is a Brisbane-based consulting practice operating throughout Australia and internationally. We specialise in consultancy, training and organisational development in the creative and non-profit sectors. Our clients include all levels of government, independent non-profit organisations, and commercial organisations.

Our services include research to inform Government policy, facilities development in the cultural sector, art commissioning and public art projects, and training and organisational development for cultural and non-profit organisations. See www.positive-solutions.com.au for further details.

The Financial Analyst and Manager is a new role in the organisation. The post-holder will provide in-house financial administration, planning services and project budgeting for the business, but will also participate in external consulting projects through preparation of budget models and financial elements of business plans, feasibility studies and research studies.

The Financial Analyst and Manager will be supported by a Finance and Administration Officer. The post-holder will be part of a small team operating from the Positive Solutions' office, but will also work alongside our associate consultants based elsewhere in Australia and overseas.

Because of the dual nature of the role, we are willing to provide training and support for the appropriate applicant, and to consider either full-time or part-time employment. This is an excellent opportunity for you to grow and develop your financial analysis and planning skills.

Duty Statement

- Purpose of job:**
1. To support Positive Solutions consulting projects through provision of financial modelling and planning
 2. To provide a suite of financial administration services within the Positive Solutions office
- Responsible to:** Positive Solutions' Directors
- Responsibilities:**
- Preparation of detailed financial models for cultural facilities and arts organisations
 - Financial inputs to strategic business plans prepared for clients
 - Assisting with relevant elements of report and tender writing
 - Supervising the payroll function, purchase and sales ledger, debtor control
 - Production of monthly management accounts
 - Assisting with budgeting and cash-flow planning and reporting
 - Liaison with Positive Solutions' accountants and auditors as needed
- Selection Criteria**
- Experience of budgeting, forecasting and financial modelling
 - Experience of financial administration, business processes and management reporting frameworks with a solid grasp of basic accounting principles

Competence with Excel to produce financial models, MYOB and other relevant software

Professional experience of the arts and cultural sector, or the not-for-profit sector and the ability to engage with clients and key stakeholders in the arts and cultural sector

Communication and writing skills

Ability to handle multiple projects and tasks and work to deadlines

Enthusiasm, initiative and the ability to work independently and as part of a small dedicated team

Qualifications Part or full tertiary qualification in accounting or business is desirable, but not essential

Applications

Applications by email or post should take the form of a full CV, with a covering letter explaining your reasons for applying, and a short commentary on your experience in relation to the selection criteria listed above. Contact details for three referees (at least two of whom should be professional referees) should be provided. Referees will not be contacted without the candidate's consent.

Applications, **closing Friday 23rd July 2010**, should be addressed to:

Megan McCormack
Positive Solutions
PO Box 765
New Farm QLD 4005
Ph: 07 3891 3872
Email: info@positive-solutions.com.au.

If you wish to discuss any aspect of this post, please contact Megan McCormack on 07 3891 3872.

For further information about Positive Solutions' work please refer to our website www.positive-solutions.com.au