



Live Performance Australia

Position Description

Position title: Finance & Membership Manager

Date: April 2021

Location: Level 1, 15-17 Queen Street, Melbourne

1. ABOUT LIVE PERFORMANCE AUSTRALIA

Live Performance Australia (LPA) is the peak body for Australia's live performance industry. Established over 100 years ago in 1917 and registered as an employers' association under the *Fair Work (Registered Organisations) Act 2009*, LPA has over 350 members nationally.

LPA has a broad membership that covers all performing art forms (including contemporary and classical music, musical theatre, theatre, comedy, dance, opera, cabaret, and circus/physical theatre) and organisations of all sizes (spanning small-medium organisations and not-for-profit organisations to large commercial entities).

Our Members include: commercial and independent producers, music promoters, performing arts companies, venues (performing arts centres, commercial theatres, stadiums and arenas), arts festivals, music festivals, service providers (such as ticketing companies and technical suppliers), independent cinemas and exhibition providers.

LPA has a clear mandate to advocate for and support policy decisions that benefit the sustainability and growth of the live performance industry in Australia.

LPA also presents the annual Helpmann Awards to celebrate and recognise distinguished artistic achievement and excellence across Australia's vibrant live performance industry.

LPA is the trading name of the Australian Entertainment Industry Association (AEIA).

An organisational chart is provided at Attachment 1.

2. POSITION DESCRIPTION

Reports to: Chief Executive

This position is required to maintain a good working relationship with LPA staff, Members, industry stakeholders and external service providers (e.g. auditor, IT).

Duties and responsibilities:

The Finance & Membership Manager will:

- manage LPA's financial reporting and performance, including maintaining timely and accurate financial recording, and provide financial reports to the Chief Executive for the Management Committee, Executive Council, the Helpmann Awards® and the LPA Annual Report.
- administer LPA's membership processes including responsive communications to membership queries; and
- manage LPA's cash flows, reserves and budget, including the timely collection of the Industry Service Fee (ISF).

a. Finance

- i. Manage accounts receivable and accounts payable
- ii. Administer debtors' control
- iii. Prepare monthly Balance Sheet, P&L, Cash Flow and Graphs
- iv. Invoicing for: (1) Industry Service Fee (ISF); (2) membership; and (3) fee for service consultancy fees
- v. Implement/review and maintain ISF negotiated fees
- vi. Maintain income/expenses excel records
- vii. Manage petty cash
- viii. Manage membership subscriptions
- ix. Reconcile American Express and Visa card accounts monthly
- x. Process monthly drawdowns (membership income) and journal entries
- xi. Reconcile bank accounts including government grants/project accounts
- xii. Prepare BAS statements including FBT reconciliation
- xiii. Prepare LPA and Helpmann Awards® budget drafts and reports
- xiv. Prepare Executive Council and Management Committee reports
- xv. Liaise with auditor and prepare financial reports/documents for AGM and Registered Organisations Commission
- xvi. Maintain staff leave records – Annual, Long Service, Sick
- xvii. Maintain staff records and salaries
- xviii. Reconcile salary summary monthly
- xix. Process superannuation payments and maintain records
- xx. Reconcile and prepare staff Payment Summaries

b. Financial Management & Planning

- i. Maintain financial performance against budget and financial plans
- ii. Provide investment strategies for cash flows and cash reserves
- iii. Prepare Budgets in consultation with the Chief Executive

c. Membership

- i. Process new members/resignations
- ii. Maintain member database
- iii. Record ISF venue return calculations
- iv. Maintain/update ISF Venue & Producer Kits
- v. Reporting – member/sector coverage, ISF coverage

d. General

- i. Provide regular reports regarding work in progress and deadlines.
- ii. Other duties as directed.

3. KEY SELECTION CRITERIA

- a. Tertiary qualifications in accounting and CPA.
- b. Demonstrated experience in accounts payable and receivable; payroll; P&L Actual and Budget; Balance Sheet and Cashflow.
- c. Strong attention to detail.
- d. Developing and maintaining effective, professional internal and external working relationships with a range of stakeholders eg Members, board, government etc.
- e. Proficiency with Microsoft Office and MYOB accounting package.
- f. Working co-operatively in a small team environment with tight deadlines.

Desired experience/qualifications

- An interest and/or working knowledge of the live arts and entertainment industry.
- Previous experience working for an industry association or membership organisation.
- The ideal candidate is also someone who is an enthusiastic, friendly team player.

ATTACHMENT 1: LPA ORGANISATIONAL CHART

