

POSITION DESCRIPTION

Position Title:	Business Manager
Reporting to:	CEO
Direct reports:	Building Services Manager, Financial Administrator
Term:	3 year maximum-term contract

PRIMARY PURPOSE OF THE ROLE

The Business Manager's role is to manage the day to day business and financial operations of City Recital Hall to meet company objectives and reporting requirements. This includes the development and management of the Company's business systems, budgets, corporate governance, human resource management and regular reporting. The role will also provide high level support to the CEO through financial and operational analysis and business modelling.

KEY ACCOUNTABILITIES

Leadership and Management

- Maintain an overview of the entire operations of the company and drive improvements and efficiencies to achieve overall strategic objectives, in particular strategies for income generation to ensure the long-term health and viability of the company
- Work with the CEO and managers in business planning to achieve company goals, including maximising returns on the commercial activities of the company
- Investigate and implement systems, processes and opportunities through which the Company can successfully develop and grow its core operations
- Undertake financial and business modelling, statistical/trend analysis and forecasting for company's artistic and commercial activities
- Support the CEO to ensure all aspects of the company's operations are compliant with relevant legislation and regulations
- Directly supervises the Building Services Manager and Financial Administrator

Business Operations and Asset Management

- Manage the financial and business systems across the company including event management, contractor induction and management, rostering, CRM, payroll and inventory control
- Ensure policies, procedures and documentation relating to the company's operations are reviewed and appropriately maintained to meet legislative, industrial, human resource and business requirements

- Ensure the company's assets meet current and future needs by developing and maintaining an effective asset maintenance, renewal and replacement plan
- In consultation with the Building Services Manager, manage the company's IT consultant, identifying and mitigating risks in data security and business continuity
- Manage the company's insurance policies and ensure adequate insurance cover is maintained
- Lead the training of staff in the use of business and finance systems
- Advise on contractual aspects of a range of agreements including venue hire, co-presentations, artists, consultants and contractors
- Draft policies and procedures to continually improve efficiencies
- Review and provide advice to the CEO on continuous improvement strategies and streamlining business processes across the company
- Work with managers to collate and provide regular reporting of statistical and other data to support the company's business plan
- Chair the WHS Committee
- Actively demonstrate ongoing commitment to City Recital Hall policies and procedures

Financial Management and Reporting

- In consultation with the CEO, develop the annual budgets and income targets for the company
- Prepare monthly financial management reports, including analysis and forecasts
- Develop and oversee financial processes in relation to venue hirers, ensuring timely and accurate reconciliations
- Ensure clear processes for the effective and efficient management of financial systems including cash handling, cash flow, debtors and accounts payable
- Supervise and as necessary act as back-up for Finance in financial processing, payroll and reconciliations
- With the assistance of the Financial Administrator, prepare the financial accounts for annual audit and ensure efficient audit process with external auditors
- Work with the CEO and Managers to ensure accurate budget management, cost control and reporting
- In collaboration with the CEO, identify and mitigate financial and business risk

Human Resources

- Actively lead and contribute to a maintain strong morale and a healthy workplace culture
- Manage recruitment processes including position descriptions and contracts
- Ensure comprehensive induction for permanent, fixed term, seasonal and casual staff
- Review and update HR policies and procedures including the company's Employee Manual
- Ensure accurate payroll and employment records, including RSA, Working with Children Clearances and other certifications for relevant employees

KEY CHALLENGES

- In accordance with the approved work plan all targets and timelines are met
- Maintain oversight of the company's performance against budget across all activities and/or early identification of any issues that would require a budget review
- Balance strategic priorities with available resources, methodically working through and influencing across the company to cooperatively achieve common organisational goals

- Maintain and apply current knowledge of developments and changes in statutory regulation and organisational governance obligations, within the sector, and across human and asset management

KEY RELATIONSHIPS

Who	Why
Internal	
CEO	Lead business planning and budgeting to achieve company goals Provide management reporting Management of Human Resources, and assist in recruitment and selection, resource allocation and dispute resolution Scope, implement and continually review and refine business systems to ensure ongoing effectiveness and efficiency
Audit and Risk Sub-Committee	Report on budgeting, business planning and modelling, statistical analysis and forecasting, commercial operations, human resources management and administration activities
Building Services Manager	Supervise work plans and support to scope and implement immediate, ongoing and longer-term asset management and maintenance requirements
Financial Administrator	Ensure stringent financial systems, and act as back-up for Finance in financial processing, payroll, and reconciliations
Other Functional Managers	Propose and implement resourcing to maximise returns on the commercial activities of the company Assists in recruitment and selection, resource allocation and dispute resolution, as required
WH&S Committee	Management representative
External	
Regulatory bodies	Provide data to, liaise with, request information from external organisations as required, to ensure that the organisation meets its legislative and governance requirements and obligations

DELEGATED AUTHORITY

- Operates within a broad framework to propose improved operational efficiency and utilisation of resources
- Within clear boundaries, engages and allocates organisation wide resources to achieve required outcomes as approved by the CEO
- Acts within defined levels of delegated authority to administer financial, contract and business operations, and make related decisions within management guidelines

RECRUITMENT: POSITION PROFILE

The organisation

City Recital Hall was established in 1999 as a purpose-built venue for the presentation of fine music.

City Recital Hall Limited, a not-for-profit company, manages the venue as well as producing and presenting an entrepreneurial program of performances annually. The venue also supports a regular client base of presenters including the Australian Brandenburg Orchestra, Australian Chamber Orchestra, Musica Viva Australia, Pinchgut Opera and Sydney Symphony Orchestra.

The Hall is also available for hire for concerts, conferences/presentations, ceremonies and functions by not-for-profit arts and community organisations, commercial concert promoters, educational institutions and corporate companies.

As a not-for-profit company, City Recital Hall Limited has a range of revenue sources including earned income from ticket sales, venue hire, food and beverage sales, ticketing services, memberships, government funding and sponsorship and donations.

The role

The Business Manager's role is to manage the day to day business and financial operations of City Recital Hall to meet company objectives and reporting requirements. This includes the development and management of the Company's business systems, budgets, corporate governance, human resource management and regular reporting. The role will also provide high level support to the CEO through financial and operational analysis and business modelling.

The role requires an experienced manager with exceptional business management and organisational skills and experience in developing, implementing and reviewing a range of business systems, processes and compliance to legislative requirements. Strong financial skills are also essential.

Working as part of a small team, this role will require a proactive yet methodical approach in balancing strategic thinking, problem solving with hands-on administration.

SELECTION CRITERIA

Essential

1. Qualifications and experience in accounting and/or business management
2. Demonstrated leadership ability to develop, implement and manage operational and financial systems and resources including asset management
3. Demonstrated ability to combine strategic planning and thinking as well as operational implementation
4. Highly effective organisational and decision-making skills that demonstrate a methodical approach to problem-solving through clarity, competence, and a collaborative approach
5. Excellent written communication and interpersonal skills
6. Demonstrated experience in leading and managing staff

7. Sound knowledge of HR requirements across induction, processes, record-keeping, legislation and principles
8. Thorough understanding of and experience in corporate governance, risk management, compliance and WHS
9. High level of computer proficiency and IT literacy with accounting, Microsoft Office and other programs regularly used in a business environment

Desirable

1. Experience in negotiating commercial contracts
2. Previous experience in an Arts and/or non-profit environment at a managerial level