

StoryFACTORY

176 Redfern Street, Redfern
Gadigal Country NSW 2016.
www.storyfactory.org.au
Contact: jobs@storyfactory.org.au

Position Description: Head of Finance

Job Title

Head of Finance

Location

The role can be based at our Redfern or Parramatta centre, but will require working across both.

Term

Part-time (0.6 FTE)

Reports to

Executive Director

Direct Reports

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Salary

\$110k plus superannuation, negotiable. Fringe benefit is available, providing an additional \$16k per year tax free if eligible. For more information, click [here](#).

Key Internal Relationships

- Executive Director
- Treasurer on our Board of Directors (“Treasurer”)
- Head of Fundraising
- Operations Lead
- Administration Officer

Background information

At Story Factory, we believe that stories can change lives. We focus on enriching the lives of young people in under-resourced communities through quality creative writing programs, improving their writing skills, increasing their confidence and expanding their future prospects. Reading is access but writing is agency.

Since opening in 2012, we have taken more than 60,000 student enrolments, with nearly 10,000 enrolments in 2023. 15% of our students are Indigenous and 50% are from culturally and linguistically diverse backgrounds. We have won a number of awards for our work, including a Secretary's Award for Excellence in the Public Education Foundation Awards. We have a diverse team of educators and writers who deliver our programs in a range of settings: at primary and high schools across Sydney and Western Sydney; after school and in the holidays at our centres in Redfern and Parramatta; and digitally to schools across Australia. We also collaborate with other arts and cultural organisations, and writers and artists, to create and deliver special projects that bring together young people from various schools and culminate in a public outcome, from professionally published books to exhibitions. To remove barriers to entry, all programs are offered free to young people and eligible schools.

We are currently in the second year of a five-year strategy that will see us grow the reach and impact of our work. The Head of Finance will play a major role in helping us deliver on this ambitious vision.

For further information visit: <https://www.storyfactory.org.au/>

To view the current strategic plan, click [here](#).

To view the Story Factory Reconciliation Action Plan, click [here](#).

To view the latest Annual Report, click [here](#).

Purpose of the role

The Head of Finance is accountable for all administrative, financial, and risk management operations. They will develop and oversee financial strategy, the design and management of organisation and project budgets, metrics tied to strategy, and the ongoing development and monitoring of control systems designed to sustainably grow the organisation and report accurate financial results. Story Factory is a learning organisation, and the Head of Finance will work to continuously improve processes, so our organisation is running as efficiently as possible and making the greatest possible difference in the lives of the young people we work with.

The position and its responsibilities

The primary task of the Head of Finance is to ensure the timely reporting and ongoing financial management of our organisation. Story Factory is in a strong financial position, with revenue in FY25 expected to hit \$4m for the first time and healthy cash reserves. The Head of Finance is charged with creating and closely monitoring our annual budget in conjunction with our

Treasurer, and providing timely advice to the Executive Director and the Board about progress against targets, risks, and mitigation strategies. They will also oversee and manage payroll, the annual audit, and all project budgets.

The Head of Finance reports to the Executive Director and is part of the senior leadership team. They will actively contribute to strategic and operational decision-making and provide advice to leaders across the organisation. They will have one direct report, an Administration Officer (0.6 FTE), who will assist with bookkeeping tasks including preparation of payroll, payment of accounts, invoicing, reconciling and employee documentation.

The successful candidate will have a thorough knowledge of accounting principles and procedures, financial modelling, experience in creating financial statements tailored to the specific requirements of the organisation, and experience with general ledger and routine accounting processes. They will ideally also have experience working as part of a senior leadership team, and in the not-for-profit sector. Strong writing and communication skills are also required.

The Head of Finance will work part-time (0.6 FTE), days and times to be negotiated. They can be based at either our Parramatta or Redfern centre, but will be required to work across both. Flexible working conditions are available.

Key position priorities:

Senior Leadership and Strategy

- As a member of the Senior Leadership Team, contribute fully to shaping and delivering the organisation's strategic and operational ambitions;
- Provide executive level, expert financial management and risk advice across the organisation, including to the Executive Director, Treasurer and Board. This includes preparing financial reports for the Treasurer and Executive Director to present at quarterly board meetings, and attending quarterly meetings of the Board's Finance and Risk Sub-committee;
- Provide strategic financial advice to the Executive Director, leadership team and other managers in all aspects of financial management, annual budget development, project budget management, and monthly budget reporting of variances;
- Enhance financial literacy and transparency across the organisation;
- Manage the Administration Officer to ensure they are developing in their role and have the supports required to efficiently manage all aspects of bookkeeping.

Financial Management and Reporting

- In consultation with the Executive Director and the Treasurer, prepare long-term financial plans and strategies;
- With the Executive Director and the Treasurer, coordinate the preparation of annual organisational budgets;

- Provide timely financial reports and monitor the effectiveness of accounting and financial management information systems and financial controls in meeting all legislative requirements;
- Lead the annual audit, liaising with auditors, responding to recommendations, and reviewing and lodging all filings with the ACNC;
- Monitor cash balances and cash forecasts;
- Ensure cash flow is appropriate for operations;
- Management of payroll

Risk Management and Compliance

- Work with the Operations Manager to regularly update our Risk Matrix, ensuring appropriate mitigation strategies are implemented across the organisation; in particular, lead the identification and assessment of financial risks and develop appropriate mitigation strategies;
- Ensure an appropriate internal control framework is in place supported by relevant financial and risk management policies;
- Ensure Story Factory complies with all financial reporting requirements including annual returns to the ACNC;
- Report risk issues to the Finance and Risk committee of the Board.

Note: The outline above should be considered indicative only and is not a comprehensive description of all aspects of the role. Story Factory is a learning organisation and aspects of the role may change as the organisation grows, and we continue to improve our processes and structures.

Selection Criteria

QUALIFICATIONS /MEMBERSHIPS

- Bachelor's degree in accounting or commerce: minimum 5 years' post-graduate experience;
- Fully qualified CA or CPA[1] would be beneficial;
- Fulfil continuing professional development requirements of professional accounting body if applicable.

ESSENTIAL EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated experience in financial management, including leadership and strategic professional advice;
- Experience working successfully within a leadership team;
- Highly developed communication and interpersonal skills including the capacity to negotiate, resolve conflict and positively influence and motivate others;.
- Ability to extract meaning from numbers and present analysis clearly and concisely to people with varying degrees of financial knowledge;
- Strong project management and organisational skills with a record of developing and strengthening systems and processes;

- Ability to work collaboratively, exercising good judgement, decision-making, and problem-solving skills to achieve shared goals;
- High-level knowledge of Australian accounting standards and principles, including exposure to non-profit accounting practice;
- Demonstrated ability to maintain professional standards and to self-evaluate professional practice.

Story Factory is a Child Safe Organisation and complies with the National Principles for Child Safe Organisations. The successful applicant must undertake a Police Check and Working with Children Check prior to commencement. The role has a six month probation period.

OUR COMMITMENT TO DIVERSITY

At Story Factory, we embrace differences in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. We know that diversity and inclusion helps us to attract, recruit, engage and retain a team of talented people.

We encourage people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply. Residents of Greater Western Sydney are particularly encouraged to apply.

If you require specific support to apply for this position, please advise the recruiting manager whose contact details are listed in the advertisement. We will work with you to identify the best way to assist you.

To apply for this role, or request further information, please send your CV and a covering letter to jobs@storyfactory.org.au. Applications will be assessed as they arrive, please apply as soon as possible.