

JOB DESCRIPTION & APPLICATION INFORMATION

Job Title: Management Accountant
Reports to: Finance Manager
Location of Office: Zetland on Gadigal Land
(Other Capital City locations considered)
Appointment type: Part-time Permanent 3 days per week (*Hybrid work available*)

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

An Australia where chamber music thrives and where people of all ages, cultures and communities have access to, and learn to appreciate, the vital role of music in building a stronger, more creative world.

Purpose of position

To analyse and report on the financial management of Musica Viva Australia cost centres across all programs. Undertake a variety of compliance and accounting functions across all Musica Viva Australia activities.

Reporting/working relationships

This position reports to and assists the Finance Manager. It also has strong working relationships with the Chief Financial Officer. The role will also engage with other leadership team members, the State Managers and the Coordinators while analysing cost centre performance.

Responsibilities:

- Review cost centre reports with business management each month.
- Investigate cost centre variances and provide commentary to business management.
- Act as business partner for business management and support forecasting activities through analysis.
- Undertake ad hoc analysis, as required
- Quarterly BAS & FBT preparations.
- Perform Musica Viva Australia Development Fund reporting and Cash Flow analysis.
- Reconcile revenue accounts between Tessitura and the finance system.
- Assist CFO and Finance Manager with end-of-year financial reporting, as required.
- Create MVAIS budgets and undertake periodic forecasts for Board reporting purposes.

- Provide monthly debtor and invoice status reports for Musica Viva Australia In Schools (MVAIS) to State Managers.
- End of Year reporting for MVAIS
 - reconcile SAGE Intacct and Tessitura income reports
 - reconcile number of concerts performed to concerts paid (by group, per region)
 - create summary comparison spreadsheet for budget/forecast to actual
 - calculate total of Equal Music subsidies provided to schools by region
 - liaise with operations to accrue any outstanding costs
 - provide final attendance and activity numbers for annual report

Organisational Responsibilities:

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for his/her own health and safety and for the health and safety of anyone else who may be affected by his/her acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within his/her competency or training from time to time.

Essential Knowledge, Skills, Qualifications & Abilities:

- Experience in analysing and communicating budget variances to business unit managers.
- Excellent oral and written communication skills.
- Consistently and highly organized.
- Accounting software experience (preferably SAGE Intacct)
- Very high level of Excel knowledge.
- An ability to work under pressure, with attention to detail and limited supervision.
- A team player who works with initiative, commitment and a positive attitude.
- CPA or CA qualification (or part qualified)
- Previous experience in the accounts department of an Australian company.
- Experience with a CRM system, in particular, Tessitura (desirable).
- An interest in, or understanding of the Australian performing arts environment, and in particular, classical music.

To apply:

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the essential and desirable qualities detailed above to jobs@musicaviva.com.au.

Note: In the subject of the email add the following code **MA25 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the roles and MVA please contact Shubha Tewari People & Culture Coordinator by email stewari@musicviva.com.au

Musica Viva Australia is a family friendly and flexible employer committed to equity and inclusion. We welcome and encourage applications from First Nations people, people who identify as having disability, people who identify as LGBTIQ+, and people from culturally and linguistically diverse backgrounds.

If at any stage of the process you require any adjustments due to disability or having access needs, please let us know.

Applications close: 23 June 2025