

# photoaccess

at the Manuka Arts Centre

ABN 94 996 241 172  
MANUKA CIRCLE GRIFFITH ACT  
PO BOX 4059 MANUKA ACT 2603  
02 6295 7810  
WWW.PHOTOACCESS.ORG.AU

## POSITION DESCRIPTION

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Position	Finance & Administration Officer Part-time (24 hours per week)
Supervisor	Director
Responsible for supervising	Contractors
Salary	\$36,900 per annum, plus super
Days of work	Tuesday-Friday

## ABOUT PHOTOACCESS

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PhotoAccess Incorporated is the pre-eminent photo-based arts organisation in the ACT region. We work with the community to increase appreciation and understanding of the power and potential of the photo-based image. We are a member-based visual arts organisation presenting an ongoing program of exhibitions, courses, talks, publications and special projects including artist residencies and community digital-storytelling workshops.

Our exhibition space, the Huw Davies Gallery, is the only gallery in the ACT exclusively dedicated to contemporary photo-based arts. We are committed to presenting excellent, high-quality work with a focus on artistic experimentation and innovation. Our exhibitions and public programs encourage and extend the critical debate about contemporary photo-based art practice. The gallery is divided into three spaces and is a place where people can see exhibitions of new work and work from our collection.

Our education programs provide the inspiration and means for people to create their own cultural statements through the photo-based arts. Our courses are structured to meet a wide range of needs and experience levels, while our outreach and community engagement programs allow people to participate in the arts who might otherwise not have the opportunity. The PhotoAccess darkroom is the only publicly accessible photographic black-and-white darkroom in the ACT region, and is integral to the services provided by PhotoAccess to the community. Our darkroom is a platform for people to create and learn through traditional black-and-white photographic processes.

## ABOUT THE ROLE

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PhotoAccess is seeking a well organised, experienced and confident Finance & Administration Officer, who will be responsible for managing finances, administration and front-of-house. The Finance & Administration Officer will work closely with the Director, Program Manager and Education Officer. The Finance & Administration Officer must have excellent organisational skills, sales experience, bookkeeping skills (MYOB), excellent customer service and communication skills and a desire to achieve a high standard of work. The Finance & Administration Officer must be proactive and self-driven with a strong work ethic and time management skills, and be able to work efficiently within a small team and ever-changing cooperative environment. A passion for photography and an understanding of the role and operation of not-for-profit arts organisations is also required.

Key responsibilities of the role are as follows:

### BUSINESS PLAN IMPLEMENTATION

- Play an important role in implementing the PhotoAccess Business Plan
- Assist the Director in implementing the PhotoAccess Business Plan, ensuring that key administrative and financial objectives are met under the plan
- Assist the Director with the preparation of grant applications and acquittals as required

### FINANCIAL ADMINISTRATION

- Under supervision of the Director, develop and implement systems to ensure accurate financial management

- Under limited supervision from the Director and quarterly supervision from a contract bookkeeper, manage accounts payable/receivable, banking, account reconciliations, payroll, superannuation, BAS, payment summaries and financial reporting (including Profit & Loss, Balance sheet and cash flow reporting)
- Prepare reports and monitor aged receivables and implement a debtor management strategy
- Prepare accounts for annual auditor, in consultation with the bookkeeper and Director
- Assist the Director and Treasurer in preparation and monitoring of annual budget

#### OFFICE ADMINISTRATION

- Implement appropriate systems and procedures to ensure the efficient operation of the office
- Oversee all filing systems, record-keeping and archiving (both electronic and hard copy)
- Coordinate IT support including the developed and implementation of effective and efficient IT systems, and carry out routine back-up procedures
- Coordinate the maintenance of office equipment, software and consumables
- Coordinate room and equipment bookings
- Process education program bookings and payments, confirm enrolments and liaise with students and tutors
- Process memberships and subscriptions, and manage the member database

#### FRONT-OF-HOUSE

- Represent PhotoAccess as the first point of contact with visitors, members and people making enquiries about courses, exhibitions and photography generally
- Maintain high standards of professionalism and quality in customer service
- Ensure PhotoAccess public areas and reception are well presented at all times
- Contribute to the health and safety of staff and visitors
- Provide administrative support to other PhotoAccess staff as required

#### GENERAL

- Develop and implement effective and efficient administrative systems
- Work with the PhotoAccess team to meet management and compliance requirements
- Manage contractors as required
- Administer exhibition sales, and assist in coordinating the collection of artwork
- Assist with exhibition openings and other events as required
- Oversee the filing, record-keeping and archiving of the PhotoAccess collection
- Contribute to the management of the Manuka Arts Centre
- Contribute to the development and implementation of systems and procedures to improve practices and services
- Ensure workplace safety, equal opportunity and participative management at PhotoAccess
- Continue to grow and support a diverse and engaged PhotoAccess audience
- Contribute to increasing the profile of PhotoAccess locally and nationally
- Work with the PhotoAccess team to identify and implement new services for members and audiences

#### KEY SELECTION CRITERIA

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##### ESSENTIAL KNOWLEDGE AND SKILLS

1. High level organisational skills, with the ability to set priorities, coordinate timetables and manage multiple deadlines
2. Substantial financial administration experience (including working with MYOB software), office management and administrative experience in a small business or not-for-profit context
3. Strong oral, written and interpersonal skills
4. The ability to manage a diverse range of clients and provide a high level of customer service
5. An understanding of the visual arts / photography sector, including the role and operation of non-profit community-based organisations

##### DESIRABLE SKILLS

1. Knowledge of regulatory and financial obligations of small businesses, non-profit organisations
2. Experience with databases
3. An understanding of workplace health and safety principles and first-aid training

##### APPLICATIONS

Written applications should specifically address the selection criteria, clearly outlining your interest in the position and include a current CV with the contact details of at least two professional referees. For further information please contact Janice Falsone Director PhotoAccess on 02 6295 7810. Email applications only, to: [Janice@photoaccess.org.au](mailto:Janice@photoaccess.org.au). **Applications close Thursday 23<sup>rd</sup> February 2017.**

Shortlisted applicants will be notified on Friday 24<sup>th</sup> February and must be available for an interview on Tuesday 28<sup>th</sup> February 2017.