

THE EMPIRE

FINANCE OFFICER

POSITION DESCRIPTION

Position type:	Permanent Full-Time
Reports to:	Business Services Director
Direct reports:	Nil

ABOUT THE EMPIRE

The Empire is the largest regional performing arts precinct in the country and a hub for creative arts development in the region. Renowned for its classic art deco architecture, the heritage-listed theatre is a premier performance venue, wholly owned by Toowoomba Regional Council.

POSITION SUMMARY

The Finance Officer is responsible for supporting the financial operations of The Empire, ensuring the accurate and timely processing of accounts receivable, accounts payable, reconciliations, payroll, event-related financial settlements and general ledger maintenance. The role supports financial reporting, budgeting, strong internal financial controls and compliance with legislative requirements.

Working closely with the Business Services Director and staff across all departments, the Finance Officer provides responsive and professional service to internal stakeholders, hirers and partners, ensuring financial processes support the business and cultural objectives of The Empire.

KEY ACCOUNTABILITIES

The role of Finance Officer will be required to:

1. Financial Operations

- Maintain accurate accounts receivable and accounts payable processing.
- Prepare and process invoices, credit notes, payments, and receipts.
- Monitor debtor accounts and follow up outstanding payments.
- Ensure financial transactions are accurately coded and recorded.
- Maintain supplier and customer records and supporting documentation.
- Perform daily, weekly and monthly reconciliations including bank and clearing accounts.
- Prepare journals, accruals and balance sheet reconciliations as part of month-end and year-end processes.

2. Payroll Administration

- Process end-to-end payroll in accordance with awards, agreements, legislation, and internal policies and agreements.
- Maintain accurate payroll records including employee details, timesheets, leave balances, and entitlements.
- Reconcile payroll-related accounts including PAYG, superannuation, and salary sacrifice deductions.
- Prepare and lodge superannuation payments, STP submissions, and payroll tax reports as required.
- Respond to employee payroll enquiries in a timely and professional manner.

3. Event & Revenue Settlements

- Prepare financial settlements for hirers and events.

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- Reconcile bar and merchandise sales where applicable.
- Reconcile ticketing revenue, royalties and associated charges.
- Assist in preparing event financial outcomes and settlement statements.
- Support grant acquittals and funding reporting requirements.
- Process and reconcile donations and related income where applicable.

4. Financial Reporting Support

- Assist in preparing monthly and quarterly financial reports.
- Assist in providing financial data and analysis for decision-making.
- Support budget preparation and ongoing monitoring.
- Assist with internal and external audit processes.
- Support Council reporting and accountability requirements.

5. Governance & Compliance

- Ensure compliance with legislative, accounting and organisational requirements
- Assist in maintaining internal financial controls.
- Participate in the development of and review of finance procedures and policies.
- Maintain confidentiality and security of financial information.

6. System & Process Management

- Maintain and utilise financial systems to ensure data integrity (Xero).
- Identify opportunities for process and system improvements.
- Support development of improved financial workflows and reporting tools.

7. Team & Stakeholder Collaboration

- Provide responsive service to staff, hirers and industry partners.
- Liaise across departments to support smooth delivery of performances and events.
- Support the Business Services team as required.
- Other duties as directed by the Business Services Director.

QUALIFICATION AND EXPERIENCE

Qualifications

- Certificate IV in Accounting & Bookkeeping or equivalent experience.
- Tertiary qualifications in accounting, finance or related field (desirable).
- Payroll training or certification (desirable).
- Working towards CPA/CA (desirable).

Experience

- 5+ years experience in a finance, bookkeeping, or payroll role.
- Demonstrated experience in payroll processing.
- Experience in accounts payable, accounts receivable, and general ledger functions.
- Experience with financial reconciliation and month-end processes.
- Experience in a multi-stakeholder service environment.
- Experience in performing arts, events, hospitality or local government environments.

Technical Skills

- Proficiency with accounting and payroll systems (e.g., Xero, MYOB).

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- Strong Excel and data reconciliation capability.
- Understanding of accounting and payroll principles.
- High attention to detail and accuracy.
- Familiarity with internal control frameworks.
- Ability to manage cyclical deadlines and competing priorities.

Interpersonal Skills

- Excellent verbal and written communication skills to support positive interactions with diverse stakeholders.
- Ability to develop strong working relationships with stakeholders including The Empire staff and volunteers, clients, and business partners.
- Ability to work autonomously or as part of a team.
- Strong organisational and time management skills.
- High level of integrity and confidentiality.
- Alignment with the mission, values, and purpose of The Empire.

LICENCES AND CERTIFICATIONS REQUIRED

- QLD Working with Children Blue Card
- National Police Check

THE EMPIRE BENEFITS

- Flexible working arrangements
- Discounted tickets to performances
- Friendly, motivating and supportive team environment
- Dedicated Employee Assistance Program
- Organisation wide commitment to vision, purpose and values
- Located in Queensland's largest inland city renowned for its beautiful scenery and peaceful atmosphere

The Empire is an Equal Opportunity Employer that provides an inclusive work environment and embraces the diverse talent of its people. We value people of all cultures, languages, capacities, sexual orientations, gender identities and/or expressions. We are committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.