FINANCE OFFICER



Adelaide Festival 2025. Image © Morgan Sette

t +61 (08) 8216 4444
f +61 (08) 8216 4455
info@adelaidefestival.com.au

Level 9, 33 King William Street
PO BOX 8221 Station Arcade
Adelaide SA 5000

adelaidefestival.com.au

ABN 70 858 334 347

ABOUT US

Taking place on the traditional land of the Kaurna Nation of the Adelaide Plains, Adelaide Festival is Australia's International Festival.

For 65 years we have been the nation's major cultural drawcard, attracting many thousands of visitors annually: all making a pilgrimage to experience the finest international and national artistic endeavours.

Adelaide Festival is internationally recognised as Australia's pre-eminent arts festival. Alongside Edinburgh and Avignon Festivals, Adelaide Festival is cited as one of the top festivals in the world - providing audiences with the chance to see the most original and acclaimed artists working in the world today.

Our curated program includes Australia's largest, and only free, literary festival – Adelaide Writers' Week alongside a cross-section of theatre, opera, music, dance and visual art from artists of all backgrounds and cultures. Inclusivity, creativity, sustainability, trust and celebration drive our passion for delivering Adelaide Festival and Adelaide Writers' Week.

Since 1960, Adelaide Festival has also stood at the helm of artistic innovation, commissioning and championing groundbreaking new works and presenting them alongside the greatest established companies and artists.

ABOUT THE ROLE

This is a 0.6 FTE part-time ongoing position.

Adelaide Festival is seeking an experienced Finance Officer to manage accounts receivable, banking, cash management and key reconciliations across Adelaide Festival and Foundation Adelaide Festival. This hands-on role suits a finance professional who enjoys detailed work, analysing data and contributing as part of a collaborative team.

The Finance Officer supports the accurate and timely operation of Adelaide Festival's finance function, with responsibility for accounts receivable, banking, cash management and key financial reconciliations. The role completes reconciliations for Adelaide Festival and Foundation Adelaide Festival bank accounts, including foreign-currency accounts, as well as box office, merchant and corporate credit card reconciliations. The Finance Officer works closely with the rest of the Finance team and colleagues across all departments to maintain reliable financial records, resolve discrepancies and support month-end, audit and internal-control requirements.

SELECTION CRITERIA

- Demonstrated experience in accounts receivable, bank reconciliations, cash handling and finance administration.
- Experience reconciling multiple operating and foreign-currency bank accounts and investigating unreconciled items.
- Strong numerical accuracy, attention to detail and ability to maintain complete supporting records and audit trails.
- Intermediate to advanced Microsoft Excel skills and experience using computerised accounting, banking and merchant systems.
- Experience reconciling ticketing, box office, merchant or point-of-sale settlements; arts, events or festival experience is desirable.
- Ability to manage petty cash, cash per diems and cash donations (during the festival) using secure and well-documented controls.

- Strong organisation and time management, with the ability to meet fixed month-end and reporting deadlines within a three-day working week.

KEY RESPONSIBILITIES

- Manage accounts receivable, including invoicing, receipt allocation, debtor follow-up and ledger reconciliation.
- Reconcile Adelaide Festival bank accounts and foreign-currency accounts.
- Reconcile all Foundation Adelaide Festival bank accounts.
- Administer Bendigo Bank access and liaise with the nominated bank representative.
- Receive approved telephone credit card payments through Zeller and reconcile Zeller settlements.
- Complete box office, merchant and corporate credit card reconciliations.
- Manage petty cash, cash per diems, cash donations and secure cash-handling processes.
- Respond to auditor enquiries for Adelaide Festival and Foundation Adelaide Festival.
- Work closely with the Finance team and colleagues across all departments to provide advice, resolve discrepancies and meet deadlines.

Why join us

We believe in creating an environment where our people thrive - here's what you can look forward to:

- Inclusive, Creative and Collaborative Culture
- Up to five additional days of paid Festival Leave (pro rata) subject to operational requirements and approval in accordance with the Festival Leave Policy
- Flexible work-from-home arrangements, subject to operational requirements
- Complimentary tickets and staff discounts
- Access to the Employee Assistance Program, wellbeing support and an annual flu vaccination.

HOW TO APPLY

Apply via SEEK (preferred channel) or ArtsHub.

For your application, please include:

- **A tailored cover letter:** Clearly outlining your suitability for the role and your interest in working with us
- **A current resume:** Including the names and contact details for a **minimum of two professional referees** - *We will not contact referees without the applicant's permission*

Please note that during the festival delivery period, out-of-hour and weekend work may be required.

Join us in championing the arts and contributing to the cultural vibrancy of Adelaide. Be a part of a dynamic team dedicated to creating memorable experiences for audiences across South Australia.