

Chief Financial Officer (CFO)

Would you like to work with the governing body for DanceSport in Australia?

- *Highly Professional Team*
- *AIS, Olympic and Internationally connected organisation*
- *Dedicated to Outstanding Service to the industry of dance and competitive dancers in Australia*
- *Permanent, Part-Time Position*

YOU:

People will describe you as having a love for working with numbers. You are analytical and able to decipher information and think of “what if” scenarios and look towards the big picture. You can plan your schedule well and are able to determine which tasks have priority over others in order to allow time to focus on problems and their solutions. You are extremely technologically savvy and know how to troubleshoot for problems. Part of your professional nature is that you have a high desire to create strong relationships with those around you. What makes you successful is your ambition for efficiency and operational excellence.

OVERALL QUALITIES AND CHARACTERISTICS:

Self starter, love for numbers, analytical, technologically savvy, detail oriented, organized, motivated, honest, loyal, efficient, punctual, reliable, decisive, polite, pleasant, practical, problem solver, disciplined, collaborative, resourceful, strong communication, enjoys a challenge, articulate with strong natural leadership.

Personal Requirements

- Previous Experience
 - Experience in a similar role
 - Not-for Profit Board experience
 - Strong experience in financial control
 - In depth understanding of financial needs in different dance and arts industries
 - Government and ASIC Matters
 - Experience in Dancesport industry
- Your Existing Skills
 - Financial literacy
 - Effective communication skills
 - Strong ability to work in a team.
 - Proficient with digital accounting software
 - Advanced Computer literacy
 - Ability to prioritise your work and meet deadlines
 - Excellent attention to detail
- Advantageous Skills
 - Experience in running DanceSport Events
 - Experience in Running DanceSport Studios
 - Grant Application Experience

WHY JOIN OUR TEAM?

This is a fantastic opportunity for an individual who wants to work in and play a pivotal role in the development and advancement of DanceSport in Australia.

THE ROLE:

As the Chief Financial Officer (CFO) your role will involve but not limited too:

- Coordination of financial reports, management of accounts and meeting regular deadlines
- Raising and issuing all State and National Body payments and accounts
- Quarterly Director and Board Financial Reports with analysis of trends
- Liaise with Company Accountants for BAS and tax compliance
- Ensure that the amounts paid to the Company's employees – Net Wage, Withholding Tax and Superannuation are correct
- Attend Company Meetings
- Manage debtors and creditors
- Field financial inquiries and issues
- Manage Asset Register
- Coordinate with State Treasurers for all state level reports and accounts
- Report to CEO

Please send CV AND Covering Letter addressing the role and “Why you believe you should get the job?” to ceo@dancesport.org.au

Applications close Monday COB 19th December 2022 with successful candidate interviews held on Wednesday 28th December 2022 in the afternoon/evening (Zoom Meeting if required).