



cinefest oz

FILM FESTIVAL
WESTERN AUSTRALIA
RECRUITMENT PACK

CINEFESTOZ BUSINESS SERVICES MANAGER POSITION DESCRIPTION

REPORTS TO: Chief Executive Officer

DIRECT REPORTS: N/A

WORK TYPE: Fixed Term Part - Time (Flexible, hours equaling 2 days a week)

SALARY: \$75,000-85,000 pro-rata (negotiable)

AWARD: Clerks, Clerks—Private Sector Award 2020, Level 5

LOCATION: Busselton, WA

ABOUT CINEFESTOZ

CinefestOZ is a not-for-profit organisation, owned by Geographe French Australian Festival Inc (GFAF Inc) and presents festivals and events in Western Australia, using the medium of screen to entertain, inform, inspire and educate. In addition to presenting festivals, CinefestOZ delivers an industry programme and a schools programme. CinefestOZ vision is to be a thriving and sustainable leader in the Australian screen industry by promoting remarkable screen content. In doing so, the organisation will bring together artists, storytellers, and audiences to learn from each other and inspire, educate and support the development of the next generation of storytellers.

Western Australia's premiere destination *CinefestOZ Film Festival*, is in its 18th year and is centred in the South West and focused on Australian film. Each year over nine days in August and September, CinefestOZ offers a slate of new feature films, documentaries and shorts, galas and events and a stimulating and very well attended schools program. The Australian and Western Australian film industry, as well as a diverse audience of film lovers, embrace the festival as their own special event. A range of stakeholders and community groups support this event.

CinefestOZ Broome (First Nations Film Festival) was first held in November 2022 in partnership with Goolarri Media, a wholly owned and run Indigenous media organisation and has seen continued success since. In 2026 CinefestOZ will launch an exciting new initiative for regional communities and regional school children, visiting eight new regional locations. CinefestOZ On The Road will ignite regional Western Australia with the magic of Australian stories, free outdoor cinema and hands-on screen education for thousands of young people.

ROLE OVERVIEW

CinefestOZ Business Services Manager plays an important role in our financial operations, ensuring accuracy in accounting, budget development, contracting and analysis and compliance with the law. The role oversees the everyday bookkeeping and accounts requirements of the small CinefestOZ office, issuing and paying invoices along with payroll, maintaining financial processes and reporting internally and externally in association with the CinefestOZ CEO and Board's treasurer. The role also oversees business affairs, including contract management, human resources administration, insurance, risk management (with the Operations Manager), and compliance with employment and workplace policies, helping to ensure the organisation operates smoothly and sustainably across all areas of its operations.

This is a 12 month fixed term part-time role equaling to around 2 days a week, with possible permanency. CinefestOZ has an office in Busselton with a fixed fortnightly team meeting, outside of this, flexible working arrangements are welcome including working spilt days and from home regularly.

ROLE DUTIES

Accounts

- Maintaining the Xero accounting datafile, ensuring reconciliations of all bank accounts, GST and all other accounts as appropriate
- Managing and the sales invoicing process (including sponsorship and grants)
- Managing the purchase order processing system
- Payroll processing including control of employee reimbursements, and compliance with superannuation requirements
- Subcontractor processing
- Control of petty cash expenditure and reconciliations
- Keeping a check on organisations finances and financial status
- Preparation of financial reports for CEO and board meetings
- Coordination with Ticketing manager to ensure integrity of integrations with ticketing systems
- Work with CEO in development and updating of annual operating budget
- Preparation of organisation records for annual audit, including:
 - Signed minutes
 - Financial policies and procedures
 - Staff contracts
- And all other matters needed to ensure that the accounting system is maintained is an up-to-date state.

Preferably

- Preparation of BAS and other accountant level reporting (if accredited to do so)

Human Resources

- Drafting and issuing employment contracts and contractor agreements in line with Fair Work requirements (under the advice from CinefestOZ legal support partner)
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- Overseeing the Administrator Coordinator on onboarding and offboarding processes for staff, including compliance documentation and system access
- Managing staff leave records, entitlements, and payroll queries
- Supporting performance review processes and maintaining confidential personnel files
- Supporting CEO in conjunction with the Board in HR matters and incidents

Business Management

- Ensuring compliance with workplace policies and relevant employment legislation
- Maintaining up-to-date insurance policies, including public liability, workers comp, and event insurance
- Ensuring compliance with statutory and reporting obligations (e.g., ATO, ACNC, ASIC, DMIRs)
- Coordinating risk assessments and mitigation strategies for events and operations with support from the Operations Manager
- Developing and maintaining organisational policies and procedures (e.g., WHS, privacy, anti-discrimination)
- Preparing, reviewing, and tracking contracts for suppliers, sponsors, consultants, and artists
- Working with legal advisors where required on contractual or compliance matters
- Ensuring timely execution of all agreements and maintaining a central contract register

- Monitoring key deliverables and expiry dates of agreements (e.g., sponsorships, MOUs, leases) with various lead team members like Partnerships Manager or Administration Coordinator and the CEO

ROLE REQUIREMENTS

- Experience with accounting software and data entry
- Strong reporting and analytical skills
- Advanced knowledge and experience with spreadsheets
- Ability to work independently
- Bachelor's degree in either tax, accounting, HR or finance
- Minimum 3 years experience in accounting/finance
- Experience in working with not for profit reporting requirements
- Proven experience managing contracts and associated documentation

Desirable

- Excellent understanding of accounting rules and procedures, legislation
- CPA or certified BAS agent
- Experience in human resources or team management

APPLICATION PROCESS

Applications to be directed to Seek attaching the applicants current CV with contact details of two referees and cover letter (max 2 pages) responding to the role requirements.

If you are unable to submit an application online or if you have any questions or queries regarding the application process or position, please email us at jobs@cinifestoz.com

At CinefestOZ we support and celebrate diversity. CinefestOZ is proud to be an equal opportunity employer. Persons of all backgrounds and beliefs are encouraged to apply.

By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.