

Job Brief: Assistant Client Manager  
Status: Eight to ten days a fortnight  
Reporting to: Deirdre O'Brien, Megan Williams & Selene Bateman

Duty Statement:

The role of Assistant Client Manager is to work with independent artists and groups, local councils, and organisations whose projects are auspiced by Auspicious Arts Projects Inc. Of critical importance is the need to provide support and encouragement to the artists being auspiced to ensure that the projects achieve their creative potential and financial targets.

This involves:

- Explaining to prospective clients how the auspice process works.
- Assisting artists prepare project budgets.
- Advising clients on available funding and grants.
- Assist in the preparation of funding submissions.
- Liaising with funding bodies, suppliers and project partners.
- Managing project income and expenditure by monitoring spending against budget.
- Issuing invoices on behalf of clients and chasing up outstanding invoices.
- Entering data into the accounting system.
- Preparing financial reports for clients.
- Preparing financial acquittals for funding bodies.
- Managing workcover claims.
- Managing insurance policies and claims.
- Managing payroll.
- Managing records to ensure that all information is readily accessible.

Key Selection Criteria

- Experience working within a not-for-profit arts or cultural organisation
- Financial administration and the management of project budgets
- Project management
- Experience in HR systems, e.g. Contracts, Workcover, Superannuation, PAYG Tax
- Solid level of competency in Microsoft Word and Excel, databases and accounting software
- Strong communication (including written) and interpersonal skills.
- Attention to detail
- Time management skills

## Conditions of Employment:

### Salary

- Eight to ten days a fortnight, as agreed upon
- **\$50,423** per annum full time - pro rata four days a week \$40,338
- \$1,551 per fortnight for four days a week
- Payroll week is Monday to Sunday, paid fortnightly by bank transfer on Tuesday of Week 2
- Superannuation is 9.5% into the fund of your choice

### Trial Period & Staff Reviews

- There is a three month trial period.
- We do not undertake annual staff reviews. If issues or feedback is required or requested it will be provided at that time or whenever it is appropriate.

### Period of Employment

- Commencing June 2019
- Four weeks' notice is required prior to departure if you have worked for longer than 12 months. For periods less than 12 months the FWA pro-rata arrangement applies.

### Leave

- Four weeks annual leave per annum pro rata
- Members of staff are required to take a minimum of two weeks leave annually and not accrue more than six weeks annual leave.
- The office closes for around two weeks during the Christmas/New Year period
- Ten days personal leave per annum - non cumulative
- Maternity Leave - 12 months leave without pay
- Long service leave - 3 months after 10 years
- Compassionate leave - by negotiation with the employer
- Leave without pay - by negotiation with the employer
- Study Leave – If you are studying a course approved by management you are able to take some of your personal leave entitlement (10 days) as study leave. This must be arranged with management in advance.
- All leave and entitlements are governed by those mandated by Fair Work Australia. In the event that any of these conditions do not match those either now or in the future then the Fair Work Australia conditions will be the ones that apply.

### Smoking

- We are a non-smoking workplace

### Hours of Work

- 9.00am to 5.00pm
- Lunchbreak 30 minutes
- Hours of work can be flexible depending on your needs and the client's needs
- You will not be requested to work beyond normal working hours but if you choose to then time-in-lieu will be taken as compensation. Alternatively a staff member may request to be paid overtime at time and a half.
- Any time-in-lieu or overtime must be approved in advance with the employer.