

POSITION DESCRIPTION

Finance Manager, *Black Inc.*

Reports to: Caitlin Yates (Publishing Director), Morry Schwartz (Chairman)

Hours: Full-time (37.5 hours per week)

Location: Level 1, 221 Drummond Street, Carlton

Start date: ASAP

Salary: TBC

This role is responsible for all facets of the financial management of Black Inc, including but not exclusive to the following duties:

FINANCE

- Managing cashflow: including management of live 12 month rolling projection, providing a weekly cashflow update with large upcoming spends where necessary, ensuring credit cards have adequate funds.
- Preparing monthly, quarterly and yearly P&L reports with comparative analysis
- Full payroll function including noting leave requests, Time-in-lieu, PAYG Summaries, Payroll Tax, Workplace Insurance Reconciliation – other HR requests, including daily staff whereabouts email, when applicable
- Entering payable and receivable invoices (MYOB AccounRight)
- Bank account, Credit card and petty cash reconciliations (MYOB AccounRight)
- Data entry and payment of receivables by cheque and EFT
- Banking: cheques and international cheques / petty cash management
- Credit control / debtor chasing.
- Answering invoice and accounts queries
- Preparing and lodging BAS (monthly)
- Tracking shared costs – raising an invoice for split costs with other companies within Schwartz Media (monthly)
- Maintain schedule of author advances
- Import of all distributor income with correct job allocation (MYOB AccountRight)
- Importing all sales into EasyRoyalties - monthly basis
- Preparing monthly royalty accrual, back out advance on royalties for that publication month
- Preparation, reconciliation and administration of six monthly royalty statements for standard contracts
- Preparation, reconciliation and administration of quarterly royalty statements for distribution contracts
- Update Rights spreadsheet with royalties earned, advance balance, and balance owing
- Administrate international tax exemption forms for sub agents and other publishing partners
- Copyright Agency (CAL) – yearly basis (or as statements come) audit income as received, confirm beneficiary and payment percentage is correct. Liaise with publishing assistant to update records and inform authors to register for CAL
- Complete annual Bureau of Statistics survey

ADDITIONAL REPORTING

- Monthly – Sales Top Selling and Returning Titles Report by channel, Distributor Top Selling and Returning Titles by Chain
- Quarterly Publication P&L Reports – AFA / QE / LTUP / All Title Net Position Reports
- Half Yearly – Six months of titles P&L
- Other reports as requested
- Reconciliation of monthly distributor freight charges