



WRITERS SA

## General Manager WRITERS SA

Location	Institute Building, North Terrace & Kintore Ave, Adelaide SA 5000
Reporting to	Director
Working with	Staff, Board, external partners, suppliers
Position type	This is a full-time position subject to a probationary period of three months, with an initial two-year contract term.
Salary details	\$60,000 + 9% superannuation + 17.5% holiday leave loading
Employment period	From Monday 17 September 2018
Applications due	5:00pm Friday 17 August 2018
How to apply	Applicants must follow the Application Process outlined below. Indigenous Australians, people from culturally diverse communities, and people with disability are strongly encouraged to apply.

## ABOUT THE ROLE

Writers SA seeks an experienced, passionate General Manager to take charge of our operations, members database, finances and office. The General Manager will be central to the smooth running of our dynamic literary arts organisation. This is an exciting time to join Writers SA and be impactful in leading change for writers and literature across the state.

## KEY SELECTION CRITERIA

1. Solid arts business management experience and/or formal qualifications, or experience in business management and a demonstrated understanding of the not-for-profit sector.
2. Advanced financial management skills and a demonstrable record of budget management and high-level financial planning, including advanced use of the MS Office suite, MYOB and databases.
3. Strong process and time management skills.
4. Strong relationship management skills with a variety of stakeholders.
5. Demonstrated understanding of the regulatory environment in which Writers SA operates.
6. Empathy with the goals and philosophy of Writers SA.

ABN 40 783 458 265

[www.writerssa.org.au](http://www.writerssa.org.au) - [info@writerssa.org.au](mailto:info@writerssa.org.au)

(08) 8223 7662 - PO Box 43, Rundle Mall, Adelaide SA 5000



WRITERS SA

## POSITION DESCRIPTION

### Strategy and Planning

- Actively contribute to and lead operational and business planning
- Provide strategic advice and support to the Director and Board on the delivery of the business plan
- Manage regular meetings of Board sub-committees
- Manage human resources including all documentation, policy and procedures, ensuring compliance with federal and state laws, and maintaining records

### Financial Management

- Plan and monitor annual budgets and provide regular analytic internal reports
- Work closely with senior staff to develop program and project budgets and set monitoring processes in place
- Maintain and annually review an appropriate Chart of Accounts to enable proper recording and reporting of all financial activities
- Assist in the preparation of funding applications
- Maintain effective, accessible and compliant financial record-keeping
- Ensure the timely and efficient administration of all banking operations, including payroll, account scheduling and authorisation

### Reporting and Compliance

- Maintain an updated knowledge of Writers SA's corporate, financial and industrial environment, reporting any changes which may require action
- Oversee the timely lodgement of all PAYG and BAS documents
- Provide financial management reports for Board Meetings, and end-of-year financial statements for audit and inclusion in the Annual Report
- Ensure the annual audit is conducted for reporting and the Annual General Meeting
- Maintain effective deed, contract and grant record-keeping, including a reporting and acquittals schedule
- Maintain professional relationships with external bodies and service providers

### Human Resources Management

- Maintain a policy and procedure manual for the organisation, as well as maintaining current legislative compliance
- Manage and oversee staff recruitment and induction
- Maintain accurate staff records including salary, leave, time in lieu, timesheets
- Maintain a schedule of performance review and contract renewals

ABN 40 783 458 265

[www.writerssa.org.au](http://www.writerssa.org.au) - [info@writerssa.org.au](mailto:info@writerssa.org.au)

(08) 8223 7662 - PO Box 43, Rundle Mall, Adelaide SA 5000



WRITERS SA

## Office and Membership Management

- Oversee the member- and community-focused operations of the office
- Oversee the Membership Program and governance obligations
- Coordinate the day-to-day running of the office and its facilities including IT, general amenity, security and workplace safety
- Manage asset acquisition and assets register
- Maintain an appropriate level of coverage for all business insurance policies including WorkCover, public liability, assets and office equipment.

## APPLICATION PROCESS

1. When after reading through this document and visiting our website, if you have further questions about the role, please contact Jessica Alice, Director, on (08) 8223 7662 or [jessica@writerssa.org.au](mailto:jessica@writerssa.org.au).
2. Your application must consist of a one-page covering letter, your response to the selection criteria, a brief CV, and the names and contact details of three professional referees emailed as a single Word document or PDF with your name and the position title as the document's name. If you don't address the selection criteria or follow the application process, we cannot assess your application.
3. Applications should be sent to [jessica@writerssa.org.au](mailto:jessica@writerssa.org.au) by 5:00pm Friday 17 August.
4. After the close of applications, shortlisting will quickly take place.
5. While all applications will be acknowledged by email, only shortlisted applicants will be contacted personally.
6. Interviews will take place in the week of Monday 20 August at the Writers SA office. If you are unavailable for interview at this time, you must mention this in your covering letter.
7. This role has a start date of Monday 17 September. If you are unavailable for this start date (or if you are available earlier), you must make mention of this in your covering letter, and propose an alternative start date.

## ABOUT WRITERS SA

Writers SA is a not for profit organisation that aims to foster, develop and promote writers and writing. Established in 1985, Writers SA was the first writers' centre in Australia, and continues to act as a resource for writers of all ages and experiences, assisting both new and established writers on every aspect of writing craft and publishing.

Writers SA is located on Kaurna land, and we acknowledge Kaurna people as the original storytellers of this place. We pay our respects and give thanks to Kaurna elders past present and future, and to all Aboriginal and Torres Strait Islander people on whose lands we live, work and create.

ABN 40 783 458 265

[www.writerssa.org.au](http://www.writerssa.org.au) - [info@writerssa.org.au](mailto:info@writerssa.org.au)

(08) 8223 7662 - PO Box 43, Rundle Mall, Adelaide SA 5000