

POSITION DESCRIPTION

Chief Financial Officer

Penrith Performing & Visual Arts

Position Details

Position Title	Chief Financial Officer
Department	Executive
Entity	Penrith Performing & Visual Arts (PP&VA)
Reports To	CEO and Artistic Director
Direct Reports	Finance team
Classification	LGA Level 11
Employment Type	3 Year Performance Based Contract Part-time (22.5 hours per week)
Approved By	CEO and Artistic Director
Review Date	October 2026

About Penrith Performing & Visual Arts

PP&VA is a small, passionate and dedicated organisation that exists to serve our community through art, music and culture. While each role has its own focus, we achieve our purpose by working together. Employees are encouraged to look for opportunities to support colleagues and collaborate across teams, so that as a whole organisation we can offer the best possible experience to our artists, audiences and community.

Position Purpose

The Chief Financial Officer (CFO) is a key member of the leadership team, responsible for the financial sustainability and effective corporate governance of PP&VA. The CFO leads financial management, control, reporting, and analysis to support informed planning, forecasting, budgeting, and performance measurement, and plays a critical role in executive-level decision-making.

The CFO oversees corporate services including governance and compliance, legal, and insurance. They drive continuous improvement and implement strategies that position PP&VA for long-term stability and growth, aligned with the organisation's strategic direction. The CFO manages the Finance team and ensures all internal and external financial obligations are met.

The CFO also plays a significant advocacy and government relations role, representing PP&VA's interests with Penrith City Council as the parent entity, and with state and federal funding bodies including Create NSW and Creative Australia. The CFO provides the financial framing and evidence base that underpins the organisation's external advocacy and funding strategy.

Key Result Areas (KRAs)

KRA 1: Finance

Major Tasks	Performance Measures
• Manage and oversee all financial operations of PP&VA including budgeting, forecasting, financial reporting, and cash flow management. • Prepare accurate and timely monthly, quarterly, and annual financial reports for the CEO, Board, and Audit and Risk Committee. • Lead the annual budget process in collaboration with the CEO and department heads. • Ensure grant acquittals and funding body reporting are completed accurately and on time. • Oversee accounts payable, accounts receivable, payroll, and banking functions. • Develop and maintain robust financial controls, policies, and procedures. • Identify financial risks and opportunities and advise the CEO accordingly. • Manage relationships with auditors, banks, and financial institutions.	• Financial reports are accurate and delivered within agreed timeframes. • Budget variances are identified early and reported with recommended actions. • Grant acquittals are submitted on time and free of errors. • Audit processes are completed without material findings. • Cash flow is managed to ensure organisational liquidity at all times. • Financial policies and procedures are current, documented, and followed.

KRA 2: Governance, Compliance and Administration

Major Tasks	Performance Measures
• Ensure PP&VA meets all statutory, regulatory, and compliance obligations including company secretarial functions. • Support Board governance including preparation of Board and Audit and Risk Committee papers, minutes, and action registers. • Maintain and review insurance coverage across the organisation.	• All statutory filings and compliance obligations are met on time. • Board and ARC papers are accurate, well-structured, and delivered ahead of meetings. • Insurance coverage is appropriate and reviewed annually. • Contracts and legal obligations are tracked and actioned proactively. • Procurement processes are transparent, documented, and compliant. • Organisational policies are current and accessible to staff.

- Manage legal, insurance, and contract administration functions in coordination with the CEO.
- Oversee procurement processes and ensure value for money outcomes.
- Maintain organisational policies and ensure they are reviewed and updated on a regular cycle.
- Support the management of multi-year funding agreements and ensure obligations are tracked and met.
- Ensure compliance with the Local Government Act and related legislative requirements as a Council-controlled entity.

KRA 3: Government Relations and Advocacy

Major Tasks

- Represent PP&VA's financial interests in dealings with Penrith City Council as the parent entity, including annual budget submissions and acquittals.
- Develop and maintain productive relationships with key government funding bodies including Create NSW and Creative Australia.
- Provide financial framing and evidence base for funding submissions, advocacy documents, and policy representations.
- Monitor government funding policy and budget cycles at local, state, and federal levels and advise the CEO of implications for PP&VA.
- Support the CEO in preparing materials for government meetings, briefings, and ministerial correspondence.
- Coordinate the financial components of multi-year funding agreements and ensure accountability requirements are met.

Performance Measures

- Council budget submissions and acquittals are prepared to a high standard and submitted on time.
- Relationships with Create NSW and Creative Australia are actively maintained.
- Funding submissions include robust financial evidence and clear acquittal frameworks.
- The CEO is briefed on government budget cycles and funding policy changes in a timely manner.
- Multi-year funding obligations are tracked and reported accurately.

KRA 4: Management and Leadership

Major Tasks	Performance Measures
• Provide strategic financial advice to the CEO and Senior Leadership Team. • Lead and develop the Finance team to deliver high-quality service across the organisation. • Foster a culture of accountability, continuous improvement, and organisational values within the Finance function. • Contribute to organisational strategy, planning, and decision-making as a member of the Senior Leadership Team. • Support the CEO in preparing financial information for stakeholder and government engagement.	• The Finance team performs to a high standard and receives regular feedback and development support. • Strategic financial advice is proactive, evidence-based, and actionable. • Contributions to the Senior Leadership Team are constructive and solutions-focused. • Finance function reflects PP&VA values in its culture and outputs.

KRA 5: Corporate Planning and Review

Major Tasks	Performance Measures
• Lead the financial components of the annual corporate planning cycle including the development of multi-year financial projections. • Support the CEO and Board in scenario planning and financial modelling. • Contribute to the development and review of organisational strategy, including financial sustainability frameworks. • Monitor and report on key performance indicators and financial metrics aligned to the corporate plan.	• Multi-year financial projections are prepared and updated in line with the corporate planning cycle. • Financial modelling supports informed Board decision-making. • KPIs and financial metrics are reported accurately and on time.

KRA 6: People Management

Major Tasks	Performance Measures
• Recruit, induct, and develop Finance team members in line with PP&VA's HR policies. • Conduct regular performance reviews and provide ongoing coaching and feedback.	• Performance reviews are conducted for all direct reports within agreed timeframes. • Staff turnover and engagement within the Finance team reflect a positive team culture. • People management issues are addressed promptly and in accordance with policy. • PP&VA values are visibly modelled in day-to-day leadership.

- Manage workloads, leave, and team resourcing effectively.
- Address performance or conduct issues promptly and in accordance with PP&VA policy.
- Model PP&VA's values and contribute to a positive and inclusive organisational culture.

KRA 7: Communication and Customer Service

Major Tasks	Performance Measures
• Communicate financial information clearly and accessibly to non-financial stakeholders including the Board, Council, and program teams. • Build productive working relationships with colleagues across all PP&VA entities. • Represent PP&VA professionally in dealings with external stakeholders including auditors, banks, government, and suppliers. • Respond promptly and helpfully to finance-related queries from across the organisation.	• Financial reports and presentations are clear, accurate, and appropriately tailored to the audience. • Internal and external stakeholders report positive experiences in dealings with the Finance function. • Finance team is accessible and responsive to requests from across the organisation.

KRA 8: Work Health and Safety

Major Tasks	Performance Measures
• Fulfil all WHS obligations as a manager and member of the Senior Leadership Team. • Participate in WHS induction, training, and consultation processes. • Report hazards, incidents, and near-misses in a timely manner. • Support the implementation of PP&VA's WHS Management System. • Promote a safety-first culture within the Finance team and across the organisation.	• WHS obligations are met consistently and without prompting. • Hazards and incidents are reported in a timely manner. • No preventable WHS incidents attributable to failure of management oversight. • Finance team members are inducted into WHS requirements and supported to comply.

Qualifications and Experience

- Tertiary qualification in accounting, finance, or a related discipline.
- CPA or CA membership (or working towards), or equivalent professional standing.
- Demonstrated experience in a senior finance role, preferably within the arts, cultural, government, or not-for-profit sector.
- Experience in financial reporting to boards and audit committees.
- Strong understanding of grant funding, acquittal processes, and compliance in a funded arts or public sector environment.
- Experience managing small teams and contributing to senior leadership.
- High-level proficiency in accounting software and Microsoft Office suite.
- Understanding of Local Government Act requirements as they apply to Council-controlled entities (desirable).

Core Skills Training

- PP&VA induction and onboarding program
- Work Health and Safety training
- Child protection awareness
- Financial systems and software training
- Leadership and management development (as required)
- Diversity, equity, and inclusion training

Values and Behaviours

PP&VA Value	What this looks like in this role
Belong Here	I contribute to a workplace where everyone feels genuinely included. I take time to understand the perspectives of colleagues, artists, and communities we serve, and I ensure the Finance function is accessible and welcoming to all.
Choose the Harder Thing	I don't take shortcuts with financial integrity. When faced with complexity or uncomfortable information, I engage honestly and provide clear, evidence-based advice, even when it is not what people want to hear.
Own It	I take full accountability for the accuracy and timeliness of financial reporting, compliance obligations, and team performance. I follow through on commitments and do not deflect responsibility.
Raise the Standard	I hold the Finance function to a high standard of professionalism and continuous improvement. I bring best practice thinking to financial management and actively look for ways to improve systems, processes, and outputs.
Build to Last	I make financial decisions with the long-term sustainability of PP&VA in mind. I build systems, relationships, and capabilities that outlast my tenure and contribute to the enduring health of the organisation.

Acknowledgement

I have read and understood the requirements of this position description and agree to perform the duties and responsibilities outlined above.

Employee Name	
Signature	
Date	
Manager Name	
Manager Signature	
Date	