



# ROLE STATEMENT

<b>THE POSITION:</b>	<b>EXHIBITIONS FINANCE OFFICER</b>
<b>POSITION NUMBER/CLASSIFICATION:</b>	0114 / VPS 4.1
<b>REPORTS TO:</b>	Exhibitions Manager
<b>WORK UNIT:</b>	<b>Exhibition Management</b>
<b>ORGANISATION:</b>	National Gallery of Victoria
<b>LOCATION:</b>	180 St Kilda Rd, Melbourne 3004
<b>DATE OF REVIEW</b>	March 2021
<b>VISION</b>	Creating an inspiring future: enriching our understanding of art and life.
<b>PRIMARY FOCUS OF THE POSITION:</b>	This position, under the guidance of the Exhibitions Manager, is required to assist with the detailed budgeting, financial monitoring and financial management of exhibitions, collection displays and touring programs.
<b>1. ACCOUNTABILITIES (DUTIES):</b>	<p>In fulfilling the primary focus of the position, the incumbent will typically:</p> <ol style="list-style-type: none"> <li>1. Liaise with other departments to develop, implement and monitor detailed budgets / forecasts for exhibitions, under the guidance of the Assistant Director Exhibitions Management &amp; Design and the Exhibitions Manager.</li> <li>2. Liaise with, partner and work with the Finance department to ensure accurate budgets are prepared and entered in the exhibition forecasting software. Ensure regular updates to forecast expenditure and monthly cashflow so that accurate cost reporting can occur. Create monthly actual expenditure reports for exhibitions to ensure accurate reforecasting.</li> <li>3. Complete reconciliations of exhibition forecasts and budgets to ensure accurate analysis of actual exhibition expenditure occurs and the data is provided to departments to assist with forward budgeting.</li> <li>4. Prepare list of exhibitions to be activated and inactivated in the finance system and ensure that foreign exchange procedures are followed for all international payments made from exhibition budgets.</li> <li>5. Liaise with and work with other NGV departments to ensure any funding grants, corporate partnership agreements, contractual obligations and economic impact financial reports are delivered for designated exhibitions and collection displays. Prepare high quality written reports and correspondence for the Exhibitions Management section including financial acquittals. Ensure that records are created and managed according to the Records Management policy and procedures.</li> <li>6. Perform other duties and tasks to support the department, as required.</li> <li>7. Participate and support organisational change initiatives by participating in and supporting department / team goals and modelling NGV</li> </ol>



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	behaviours (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders).
<b>2. THE PERSON – KEY SELECTION CRITERIA</b>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> <li>1. Tertiary qualification in Finance, Business or equivalent coupled with previous experience in the budgeting of significant and complex projects.</li> <li>2. <u>Resource and contract management</u>: prepares and monitors expenditure against detailed budgets, raises resource issues in a constructive and solution-focussed way and uses honest, transparent and appropriate purchasing processes. Negotiates and records various elements of contracts, monitors expenditure and service delivery against contract specifications and liaises with stakeholders.</li> <li>3. <u>Conceptual and analytical ability</u>: deals with concepts and complexity comfortably, is able to use numbers and numerical concepts to convey and obtain information, insights and ideas, uses analytical and conceptual skills to reason through problems and analyses issues from different perspectives and draws sound inferences from information available.</li> <li>4. <u>Commercial skills</u>: continually seeks more efficient ways of operating, focuses on strategies to achieve the greatest benefits for investment and continually strives to achieve the best service or product with the resources available.</li> <li>5. <u>Project Management</u>: focuses on strategies to achieve the greatest benefits for investment, responds flexibly to client needs, continually seeks more efficient ways of operating, provides advice in area of expertise and costs whatever work is done.</li> <li>6. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.</li> <li>7. <u>Communication</u>: prepares briefs, letters, emails and reports using clear, concise and grammatically correct language, confidently conveys ideas and information in a clear and interesting way, understands and meets the needs of target audiences (the right information to the right people), sees things from another’s point of view and confirms understanding.</li> </ol>
<b>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience with Board (or similar budgeting software) and D365 an advantage.</li> </ul>
<b>4. KEY RELATIONSHIPS</b>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <p>INTERNAL: All NGV Departments.</p>



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	EXTERNAL: National Arts Agencies, key government contacts, exhibition partners and regional venues. Artists and artists' representatives; donors and lenders, peers and colleagues from other art organisations,
<b>5. OTHER RELEVANT INFORMATION</b>	<ul style="list-style-type: none"><li>• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.</li><li>• Hours of duty will be according to work unit requirements.</li><li>• All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security &amp; Environment Inductions.</li><li>• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.</li><li>• It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time.</li><li>• Conditions of employment are pursuant to the NGV's Enterprise Agreement.</li><li>• All new appointments are subject to a three month probationary period which may be subject to review.</li></ul>
<b>6. ABOUT THE ROLE STATEMENT</b>	As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.
<b>7. EMPLOYEE ACCEPTANCE</b>	Signature: _____  Name: _____ Date: _____
<b>8. MANAGER AUTHORISATION</b>	Signature: _____  Name: _____ Date: _____