



## **FINANCE & OPERATIONS OFFICER (Parental Leave Cover)**

Bangarra Dance Theatre is looking for an experienced **Finance & Operations Officer**. Reporting to the Chief Financial Officer, the Finance & Operations Officer is responsible for the coordination of the company's financial processes. This includes the handling of accounts payable and receivable, financial data entry, weekly transaction movements through Xero, the reconciliation of Tessitura to Xero and the preparation of budget and financial reporting. Operations responsibilities include the management of third-party service providers and providing administrative support to the Chief Financial Officer.

This is a full-time, 12-month fixed-term contract and a rare opportunity to join Australia's leading Aboriginal and Torres Strait Islander performing arts company in a key operational role.

For more information on the role, details on how to apply and to download the position description, please visit our website: [www.bangarra.com.au/about/work-with-us](http://www.bangarra.com.au/about/work-with-us)

**Applications close: Monday 29 October 2018 at 12noon**

Bangarra Dance Theatre considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under section 14 of the Anti-Discrimination Act 1977 (NSW).

**CLICK FOR FURTHER INFORMATION  
AND TO APPLY**