**Finance and Administration Officer Position available – applications close 5pm Wednesday 20th November, 2019**

Rebus Theatre is seeking a Finance and Administration Officer to join our team. Rebus is a mixed ability theatre company that use theatre and other arts for social change.

**Position Description:** 15 hours a week for 6 months beginning January 13th, at an hourly rate of $30/hr + Super with a possibility of extension of contract. Hours to be worked during business hours. Regular work hours open to negotiation.

People with disabilities, including mental illness, are encouraged to apply.

**Duty Statement:**

* Manage Rebus email (sort incoming emails, reply or allocate to appropriate person)
* General finance management, including book-keeping duties, payroll, management of outgoing and incoming invoices, and reporting;
* Manage onboarding of new employees
* General administration – including filing and record keeping
* General reporting to external stakeholders;
* Compliance management (Insurance; work, health and safety requirements)
* Assist with grant writing, budgets and acquittals;
* Assist with project management
* Prepare financial reports for the board in consultation with the Treasurer;
* Other duties as required

**Selection Criteria:**

**Essential:**

* Excellent oral and written communication skills;
* High level computing skills including proficiency in Microsoft Office;
* Experience in general office administration;
* Experience in book-keeping and book-keeping software;
* Able to work independently and as part of a small team; and
* Demonstrated commitment to the values of inclusion, social justice and sustainability.

**Desirable:**

* Understanding of the challenges facing people with disability and other forms of social disadvantage;
* Experience in Quickbooks online;
* Experience in budgeting and financial management;
* Experience in grant-writing or grant assessment;
* Experience in arts administration;
* Experience in working in a small organisation;
* Experience in working to a volunteer board of management;
* Flexible schedule; and
* Demonstrated interest in theatre.

**About Rebus:**

Rebus is a mixed ability company that uses theatre for social change in various ways. Our core business is using the experiential model of Forum Theatre as a workplace training tool to address social challenges faced by people with disabilities (PWD), including mental illness, in the workplace either as employees or service users. We have a suite of training programs that we were funded to develop, and now provide on a fee for service basis, that address accessibility and inclusive practice in the workplace. Our training is developed in consultation with the disability community about the real challenges they face on a daily basis, and delivered by people with disability and their allies.

Aside from our workplace training, Rebus runs drama classes, workshops and programs for people with disability, or who experience in other forms of marginalisation, and provides career pathways for aspiring actors with disability.

The company also applies for arts funding to do creative performances with professional artists addressing social themes such as Trauma, and Climate Change.

**Vision:**

A sustainable and ethical society that is inclusive, creative, compassionate and accessible to everyone.

**Mission:**

Rebus is a mixed ability company using theatre and other arts to stimulate healing and provoke social and environmental change. We work with people who have experienced marginalisation to create innovative, powerful performance in diverse contexts.

**Application:**

Please send your CV and responses to the selection criteria (1-2 pages) to Cara at [info@rebustheatre.com](mailto:info@rebustheatre.com).

Applications close at 5pm on Wednesday 20th November.

If you have any questions about the position, or require any reasonable adjustments to complete the application, please email [info@rebustheatre.com](mailto:info@rebustheatre.com) or call 0432 801 149.