

Sydney Writers' Festival

Role Title:	Finance Officer
Reports to:	Head of Finance
Salary Range:	Competitive. Negotiable.
Terms:	Part-time, 2 days per week
Location:	The Rocks, Sydney

Sydney Writers' Festival encourages applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities.

About Sydney Writers' Festival

Sydney Writers' Festival is one of Australia's leading cultural organisations, connecting readers and writers through inspiring live experiences.

In addition to the annual Festival, Sydney Writers' Festival delivers a growing year-round program in partnership with the State Library of NSW, education initiatives, regional engagement and special literary events across Australia.

As a not-for-profit organisation, the Festival is committed to excellence, accountability and responsible stewardship of public funding, philanthropic investment and earned income.

About this role

The Finance Officer plays a key role in ensuring the financial integrity of Sydney Writers' Festival by delivering accurate, timely and efficient financial administration across the organisation.

Reporting to the Head of Finance, and working closely with the broader Sydney Writers' Festival team, including Heads of Department, the Finance Officer is responsible for maintaining the Festival's day-to-day financial operations, including accounts payable, accounts receivable, payroll, bank reconciliations and general bookkeeping. The role provides the operational foundation of the finance function, enabling the Head of Finance to focus on financial reporting, forecasting, strategic analysis and organisational performance.

Working closely with the Head of Finance, the Finance Officer contributes to strong financial governance, continuous improvement and high-quality internal customer service. This is an excellent opportunity to join a growing finance function while gaining exposure to budgeting, reporting, grant-funded projects and the financial management of one of Australia's leading cultural organisations.

The role is suited to an experienced Finance Officer or Bookkeeper, although Sydney Writers' Festival welcomes applications from candidates looking to further develop their finance career within a supportive environment.

Employment is part-time (approximately 15.2 hours per week), with flexibility to increase hours during peak Festival periods, including up to 30 hours per week during the annual Sydney Writers' Festival.

The Sydney Writers' Festival office is located at The Rocks, with flexible hybrid working arrangements available following an initial onboarding period.

Key Responsibilities

- Process accounts payable and accounts receivable, including invoices, payments, debtor follow-up and maintaining accurate financial records.
- Reconcile bank accounts, credit cards, expense claims and other balance sheet accounts, investigating and resolving discrepancies as required.
- Assist with payroll processing for permanent, fixed-term and casual employees, including superannuation and payroll administration.
- Assist with the month-end close, including reconciliations, journals and supporting schedules to ensure accurate and timely financial reporting.
- Maintain accurate and well-organised financial records in Xero and other financial systems.
- Support statutory compliance requirements, including BAS/IAS preparation, annual audit requirements, funding acquittals and insurance declarations.
- Provide responsive and professional financial support to staff, suppliers and customers, responding to finance queries in a timely manner.
- Contribute to the continuous improvement of financial systems, processes and documentation.
- Provide additional financial support during the annual Festival and other peak operational periods.
- Undertake other finance and administrative duties as reasonably required.

Selection Criteria

Essential

- Certificate IV in Accounting and Bookkeeping (or equivalent qualification or relevant experience), or currently working towards completion.
- Experience in accounts payable, accounts receivable and payroll processing.
- Experience completing bank, credit card and balance sheet reconciliations.
- Sound understanding of Australian GST, BAS and payroll obligations.
- Working knowledge of Xero.
- Intermediate to advanced Microsoft Excel skills.
- Demonstrated ability to learn new systems and adapt to changing priorities.
- Excellent attention to detail with a consistently high level of accuracy.
- Strong organisational and time management skills, with the ability to manage competing priorities.
- Clear written and verbal communication skills.
- High level of integrity, professionalism and discretion when handling confidential financial information.

Desirable

- Experience working in the arts, cultural or not-for-profit sector.
- Experience supporting grant-funded organisations.
- Experience working in a small or medium-sized organisation with broad finance responsibilities.
- An interest in literature, culture and the arts.

Personal Attributes

- Takes pride in producing accurate, high-quality work.
- Reliable, organised and accountable.
- Curious, proactive and eager to learn.
- Collaborative and approachable, with a positive attitude.
- Solutions-focused and committed to continuous improvement.
- Comfortable working in a dynamic environment with changing priorities.

How to apply

To apply for this role, please send your resume and a cover letter demonstrating how you meet the selection criteria. Applications should be addressed to the Head of Finance, Kate Chalker and be sent to jobs@swf.org.au.

Please include two (2) professional referees. Please note: Referees will only be contacted following prior consultation with the candidate.

Applications close at 5pm on Thursday 20 August 2026.

Early applications are encouraged, as we may proceed with an appointment once a suitable candidate is identified.

If you have any questions prior to applying, please direct them to jobs@swf.org.au.