



BUSINESS MANAGER

Kids' Own Publishing

Terms	Part-time FTE 0.6, 12-month contract with potential for extension
Salary	\$90,000 pro rata, plus superannuation
Reports to	Creative Director
Direct Reports to this Role	Bookkeeper (1 direct report)
Flexibility	There can be flexibility for working a hybrid model (up to 1 day remotely) and determining days of the week to be worked. This is to be agreed with the Creative Director.
Location	Abbotsford Convent, 1 St Heliers Street, Abbotsford

ABOUT KIDS' OWN PUBLISHING

Kids' Own Publishing is a nationally recognised not-for-profit arts organisation that empowers children aged 0–12 as storytellers, knowledge holders and culture creators through community book making.

Our mission—changing the world one book at a time—guides our work with children, families, communities and artists and speaks to both the deep engagement and authenticity within individual Kids' Own Publishing projects as well as the power of books to inform, move, and change humans from micro to macro levels.

Since 2005, we have co-created and published over 250 original books—more than 40 of them multilingual—with children from diverse communities and refugee, migrant, and underrepresented backgrounds. We are one of the few organisations in Australia specialising in long-term, artist-facilitated publishing with children and families, and a recognised leader in co-designed, child-centred creative practice. Our unique model strengthens cultural identity, social connection and intercultural understanding through child-centred, artist-facilitated publishing.

Our core activities are:

- Community Publishing Projects pairing artists with kids and families to co-design and publish books.
- Workshops in schools, libraries, and festivals that create opportunities for kids to share their stories and unique perspectives on the world in book form.
- Professional development for artists and educators, building skills in co-design and intercultural engagement.

Kids' Own Publishing is entering a period of steady growth, building on a foundation of strong organisational knowledge, committed leadership, and a dedicated, values-aligned team. Kids' Own Publishing is a recipient of a Creative Victoria Creative Enterprises 4-year

grant, an investment of the Victorian Government in the leadership, operations, organisational infrastructure and capacity of non-government, not-for-profit creative organisations. This investment in Kids' Own Publishing is allowing us to expand our workforce to strengthen our administrative, operational and market capacity.

ABOUT THE POSITION

The Business Manager is a newly created position introduced to strengthen Kids' Own Publishing's administrative and operational capacity. The Business Manager will support the team with best-practice business management including rigorous budgeting and financial oversight at organisational, grant writing, new business and project budget levels; human resources capability; policy development and compliance; and support for fundraising activity including grants, donor relations, stewardship and administration. The Business Manager will work closely with the Creative Director on the delivery of the Strategic Plan 2026-2029 and in the initial stages of the role the Business Manager will consolidate and introduce as necessary essential systems to underpin the organisation's long-term sustainability.

Key relationships

Internal

- Creative Director .06
- Producer 0.6
- Writer 0.2
- Distribution and Marketing Coordinator 0.4

External

- Artists. Our publishing projects and book making workshops are delivered by a team of freelance artists trained in child-centred, child-led publishing. The Business Manager will onboard new artists.
- Bookkeeper. A bookkeeper processes monthly payroll and manages ATO, BAS, Superannuation lodgements, Workcover insurance estimates.
- Accounting firm for Annual Association Report
- Board. Prepare financial reports for the Finance Sub-Committee.

MAIN DUTIES/RESPONSIBILITIES:

Organisational financial management and control

- Manage organisational budget and cashflow
- Set annual budgets
- Establish or develop accounting systems to support forecasting and budget tracking
- Provide information to bookkeeper for monthly payments.
- Ensures the cost-effective management and execution of all organisational activity, including procurement, regularly reviewing purchasing arrangements for greatest cost efficiency.
- Administration of revenue streams such as Apple (KidsPublish app), Stripe (book sales via website), Square (book sales at events)

Human resource management and administration

- Ensuring KO staff are supported and provided with the appropriate tools, environment and workplace that enables them to thrive and enhances KO's impact.
- Determines annual artist payment rates and terms and conditions and communicates with program team
- Manages hiring, including developing and distributing contracts and induction materials and maintains records
- Monitors contract staff terms and coordinates with operational teams to ensure seamless and cost efficient workforce management and timely communication
- Ensures HR compliance including administration of working with children checks
- Timesheet administration
- Administration of superannuation arrangements for all full-time, part-time and casual employees to ensure compliance with legislation

Compliance and policy development and administration

- Ensuring KO complies with relevant regulations, policies and procedures
- Ensuring regulatory compliance and reporting.
- Ensuring KO's suite of policies are appropriate and current. Audit of existing policies, development of new policies as required and ongoing administration of policies to support the smooth running of the organisation
 - Manage review of Child Safe Policy and associated documents and communicate updates to all stakeholders
 - Manage review of Occupational Health and Safety Policy and associated documents and communicate updates to all stakeholders
 - Collaborate with program team to review and update First Peoples Cultural Safety Competency Program
- Collaborate with Kids' Own team to develop and support the delivery of Kids' Own Publishing's 2026-2029 strategic plan.

Program

- In coordination with the Producer
 - oversee the financial management of project budgets, including input into development of project budgets, forecasting variances, ensuring correct coding of expenditure and post project reconciliation
 - develop Memorandums of Understanding agreements with project partners
- Oversee acquittals and financial reporting related to the program

Fundraising

- In coordination with the Creative Director:
 - support identification and acquisition of new donors, including the development of systems for relationship management / stewardship of donors (administration of confidential files, timelines for contact, acknowledgment, receipts)
 - provide support for grant acquisition and acquittal including the multi-year Creative Victoria grant

Risk management

- Development of Kids' Own's risk management framework for organisational and project application.
- Development and administration of supporting risk management documents including an organisational risk register and consulting with the Kids' Own team on project risk assessments.
- Development of a risk assessment template for projects

Governance

- Lead on governance activity including development of board reporting in coordination with the Creative Director

SKILLS & EXPERIENCE

Essential

Qualifications

- Financial / accounting qualifications

Experience

- Relevant experience in a similar role (ideally in a not-for-profit organisation) including
 - ACNC requirements
 - fund accounting for tied and untied income
 - report writing
 - human resources

Skills

- Xero Accounting software
- Advanced Microsoft Office skills (Excel, MS Word)
- Excellent verbal and written communication
- Organised approach, able to meet deadlines and manage competing priorities

Desirable

Experience

- Arts sector/publishing preferable

Skills

- Understanding of donor stewardship

Employment terms and conditions

The Employees employment terms and conditions are those that will be set out in an employment contract and applicable legislation. This includes the casual entitlements under the National Employment Standards in the *Fair Work Act 2009*.

Work hours: The ordinary hours of work for this role will be 22.5 hours per week but may fluctuate with additional hours to be approved by the Creative Director. The terms of these hours are flexible, the nominated days and location of work being open to negotiation with the Creative Director.

A current Working with Children Check is essential for this role.

To apply for this position please send your CV and cover letter describing your suitability for the role to admin@kidsownpublishing.com and alice@kidsownpublishing.com by 5 pm Monday 27 May.

www.kidsownpublishing.com