



POSITION DESCRIPTION

Position Title	Production Manager	Position No	P454508
Team	News	Band	6
Department	News Digital	Classification	Content Maker
Location	Brisbane	Schedule	A
Reporting to	News Senior Finance Adviser	Roster Group	Rostered – 2 weeks
		Endorsement	

Purpose

Manage and oversee the ABC News Digital financial budget through effective financial planning and resource management. Provide detailed analytics support to the News Digital leadership team in evaluating audience insights and tracking performance targets.

Key Accountabilities

1. On a day to day basis, provide support and advice to the Editorial Heads, in relation to employment, budget, staff planning and performance management for News Digital.
2. Manage the News Digital annual operating budget, implementing financial planning, reporting and other business arrangements associated with production of News Digital. Prepare month end accruals, journals and forecasting.
3. Monitor and coordinate the efficient use of financial resources. In particular:
 - Approve and reconcile invoice payments and expense claims within financial delegation
 - Organise appropriate paperwork relating to staff employment, and monitor headcount as it relates to the budget.
 - Review and follow up any salary or pay inconsistencies
 - Continually review and track budget performance/expenditure trends, through maintenance of expense trackers, and reconciling department expenses
 - Prepare adhoc project costings when required
 - Manage ABC processes and functions (HR processes and financial systems – eg. SAP, Concur).
4. Provide data analytics support, creating data dashboards on audience and social media insights, and digital workflows within the News division. Use the analysis to provide input on return on investment.
5. Maintain strong key relationships with Divisional contacts and external parties.
6. Work as part of a small support team, deal promptly with queries as they relate to the efficient functioning of the wider News Digital department, determine priorities and deal with issues to completion or refer as appropriate.
7. Actively promote the ABC values and apply all relevant workplace policies and guidelines.
8. All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.





POSITION DESCRIPTION

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications preferred.
2. Advanced organisational, financial management and budgeting skills, attention to detail under pressure to tight deadlines.
3. Excellent planning, communication, negotiation and critical thinking skills.
4. Considerable knowledge and experience with Microsoft Office, Excel – Pivot tables, Concur, SAP and/or relevant payroll and financial management systems.
5. An interest in technological and digital advancements highly desirable, with an openness to change in this area as it effects the News Digital operation.
6. Demonstrated experience in data analytics to gather useful insights for decision making and performance tracking.
7. An understanding of and commitment to the ABC's [aims, values and workplace policies](#).

