

POSITION DESCRIPTION

POSITION TITLE: Administration and Finance Officer

REPORTS TO: Finance and Administration Manager

DIRECT REPORTS: NIL

POSITION SUMMARY:

This position is the face of Variety – it is this roles responsibility to meet and greet guests that come to the Variety office both personally and through our phone/email system whilst also providing general administrative support to all departments under the direction of the Finance and Administration Manager.

The administration and finance officer is responsible for assisting the Variety SA team with the accurate and timely execution of administrative and financial functions of the organisation.

This role has both internal and external customers. Accuracy, open communication, attention to detail and a desire to exceed client expectations are key prerequisites of this role. The successful applicant will be a team player, a person who can pull their weight, able to work unsupervised, lead by example and work for the greater good, to achieve the team and organisations goals.

KEY RELATIONSHIPS:

Internal	External
<ul style="list-style-type: none"> • CEO • Finance Manager • Variety SA staff and volunteers 	<ul style="list-style-type: none"> • Board Members • Event Entrants • Grant Recipients & Families • Donors • Suppliers • Volunteers

POSITION:

Key Result Area	Major activities	Performance Assessment Methods
Reception	<ul style="list-style-type: none"> • Maintain a tidy, clean and efficient reception area • Meet and greet visitors to the office • Ensure all incoming telephone calls are answered in a timely and welcoming manner 	<ul style="list-style-type: none"> • Calls answered in a timely and efficient manner and triaged appropriately
Mail	<ul style="list-style-type: none"> • Collect mail from post Box daily • Process and log all incoming and outgoing mail • Ensure all incoming mail is date stamped and distributed to the appropriate members of staff • Ensure all outgoing mail is mailed daily • Organise couriers when requested 	<ul style="list-style-type: none"> • Log maintained • Mail date stamped • Outgoing mail is mailed daily
Database	<ul style="list-style-type: none"> • Accurate entry of contacts into the database as received from all departments • Enter all updated client and event information into the database as supplied by all departments • Ensure Return to Sender (RTS) mail is updated in the database to show status "Do Not Send" 	<ul style="list-style-type: none"> • Maintain accurate and up to date records within the database
Supplies Management	<ul style="list-style-type: none"> • Complete stationery and kitchen supplies orders as and when necessary 	<ul style="list-style-type: none"> • Orders completed on a regular basis
Workplace Maintenance	<ul style="list-style-type: none"> • Maintain a clean and tidy work space including reception, boardroom and kitchen areas. • Maintain register of maintenance that needs to be completed and liaise with contractors to receive quotes • Maintain cleaner communication register 	<ul style="list-style-type: none"> • Areas and clean and well maintained • Ensuring that any work to be completed onsite is organised in a timely fashion

Key Result Area	Major activities	Performance Assessment Methods
Administration and General Tasks	<ul style="list-style-type: none"> • Undertake general administration duties as required by other staff • Maintain office calendars • Maintain administrative databases including room bookings, master calendar, internal phone directory, promotion and equipment loan registers. • Prepare Boardroom for Variety and Board meetings as per schedule; includes catering • Travel Bookings and coordination as required • General administrative duties to assist Variety achieve its mission • Provide assistance at events and functions including out of hours activities as required 	<ul style="list-style-type: none"> • Efficiencies and effectiveness of office duties • Accuracy in all CRM Inputs • Administration tasks completed in a timely and accurate manner
Executive Support	<ul style="list-style-type: none"> • General administration • Assist in the preparation of documents and presentations as required by the CEO from time to time 	<ul style="list-style-type: none"> • Efficiencies and effectiveness of CEO support
Finance	<ul style="list-style-type: none"> • Processing general Accounts Payable entries into MYOB • Processing Accounts receivable into the CRM for events, bookings and donations • Receipt, reconcile and bank monies in liaison with the Finance & Administration Manager 	<ul style="list-style-type: none"> • Accuracy in relation to all financial transactions
Team involvement and organisational culture	<ul style="list-style-type: none"> • Actively embrace and demonstrate commitment to the organisational values • Develop and maintain supportive and collaborative relationships within and amongst teams 	<ul style="list-style-type: none"> • Positive feedback received through annual performance review and culture survey

KEY SELECTION CRITERIA:

Profile	Element
Knowledge	<ul style="list-style-type: none"> • Knowledge of administration systems, processes and basic finance
Skills	<ul style="list-style-type: none"> • Ability to prioritise effectively and manage multiple projects simultaneously • Strong computer skills with knowledge of Microsoft suite of products and database management • General knowledge of MYOB • Excellent verbal and written communication • A positive and professional attitude • Ability to analyse issues, evaluate solutions, develop sound conclusions and recommend a course of action • Well-developed Interpersonal skills and the ability to build and maintain key relationships • Attention to detail including personal presentation
Experience	<ul style="list-style-type: none"> • Proven & successful experience working in a multi-team work place
Personal attributes	<ul style="list-style-type: none"> • Ability to work as part of a busy team, be self-directed and proactive • Strong customer service focus • Outcomes focussed and achievement orientated
Other requirements	<ul style="list-style-type: none"> • Current Police Clearance Occasional out of office hours' work may be required. • Current Drivers Licence