



**POSITION DESCRIPTION**

Position Title: **Finance and Administration Officer**

Position overview		
<b>Classification:</b> SCHADS Level 4 (negotiable)	<b>Appointment status:</b> Ongoing/Part time: 0.4/0.5 FTE neg	<b>Authorisation:</b> Executive Officer <b>Date:</b> 24/9/2018
<b>Reports to:</b> Executive Officer	<b>Roles reporting to this one:</b> Nil	
<p><b>Key purpose:</b> The Finance and Administration Officer (FAO) is responsible to the Executive Officer for providing book keeping, finance and related admin functions associated with the delivery of member services to the Non-Government Alcohol and Other Drugs sector in SA. This position will have overall responsibility for managing the organisation’s finances. The position also undertakes administrative tasks such as venue and travel bookings, meeting support, membership maintenance and handling phone enquiries.</p>		
<p><b>Key challenges:</b> Complete key work elements and objectives of the role under limited supervision.</p>		
<p><b>Key internal relationships:</b> Executive Officer Senior Project and Policy Officer Project Officers SANDAS Board and Committees</p>		<p><b>Key external relationships:</b> Members Non-member stakeholders Funding and Contract bodies and personnel</p>
<p><b>Capability requirements:</b></p> <ul style="list-style-type: none"> <li>• Good organisational and time management skills and a proactive attitude.</li> <li>• Ability to work in a small team environment with competing priorities.</li> <li>• Good oral and written communication and interpersonal skills.</li> <li>• High level finance skills.</li> <li>• Well-developed skills in the Microsoft environment.</li> <li>• Extensive experience with MYOB AccountRight software.</li> <li>• Meeting and event administration skills including minute taking, venue, travel and accommodation bookings.</li> <li>• A tertiary qualification in finance or equivalent work experience, or progress towards this is desirable.</li> <li>• Knowledge of alcohol and other drug and related health and community service sectors is highly desirable.</li> <li>• Current knowledge of and commitment to equal opportunity in all aspects of employment and service delivery.</li> <li>• A full and current South Australian driver's licence.</li> </ul>		
<p><b>Delegations:</b> Not applicable</p>		

**Outcomes:**

- Organisational finances are managed in a timely and efficient manner
- Organisational financial reporting (internal and external) is managed in a timely and efficient manner
- Membership records are maintained
- Organisational assets and facilities are effectively managed
- Meeting and events are supported to run smoothly and are provided with appropriate administrative support
- Systems and processes are continuously improved

**Duties include but are not limited to:**

- Organisational finance management including sales and purchases, receipting and debt collection, payments and receipts reconciliation, petty cash reconciliation
- Managing payroll, superannuation, leave, WorkCover, salary packaging
- Managing organisation's taxation responsibilities and reporting including GST and PAYG reporting
- Grant reporting and acquittals, bank, credit card and general ledger account reconciliations
- Audit preparation support
- Budgeting preparation and monitoring
- Maintaining membership records and responding to member requests
- Asset management
- Meeting and event support including minutes, agendas, venue and travel bookings, and diary management
- Answering inbound calls
- Contributing to continuous process improvement

**Approved:** Michael White – Executive Officer  
Date: 24/09/2018

Signed:

