



POSITION DESCRIPTION

Position Title: **Finance and Administration Officer**

Position overview		
Classification: SCHADS Level 4 (negotiable)	Appointment status: Part time/6 month contract: 0.4/ FTE	Authorisation: Executive Officer Date: 19/04/2021
Reports to: Executive Officer	Roles reporting to this one: Nil	
<p>Key purpose: 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>Key challenges: Complete key work elements and objectives of the role under limited supervision.</p>		
<p>Key internal relationships: Executive Officer Senior Project and Policy Officer Project Officers SANDAS Board and Committees</p>		<p>Key external relationships: Members Non-member stakeholders Funding and Contract bodies and personnel</p>
<p>Capability requirements:</p> <ul style="list-style-type: none"> • Good organisational and time management skills and a proactive attitude. • Ability to work in a small team environment with competing priorities. • Good oral and written communication and interpersonal skills. • High level finance skills. • Well-developed skills in the Microsoft environments. • Extensive experience with MYOB AccountRight software. • Meeting and event administration skills including minute taking, venue, travel and accommodation bookings. • A tertiary qualification in finance or equivalent work experience, or progress towards this is desirable. • Knowledge of alcohol and other drug and related health and community service sectors is highly desirable. • Current knowledge of and commitment to equal opportunity in all aspects of employment and service delivery. • A full and current South Australian driver's licence. 		
<p>Delegations: 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:	ISO9001:2015 Ref	SANDAS Policy & Procedure
▪ 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		
▪ Asset management		
▪ Meeting and event support including minutes, agendas, venue and travel bookings, and diary management		
▪ Answering inbound calls		
▪ Contributing to continuous process improvement		

Quality and accreditation related roles	ISO9001:2015 Ref	SANDAS Policy & Procedure
▪ Ensure that suppliers are selected on the basis of meeting our requirements and that their ongoing performance is monitored and reviewed.	▪ 8.4	▪ Purchasing Procedure (to be drafted)
▪ Maintain company records as evidence of compliance with procedures and legislation	▪ 7.5	▪ Records Management Procedure (to be drafted)
▪ Maintaining membership records and responding to member requests	▪ 7.5	▪ Membership Procedure
▪ Support the QPO to identify and maintain up to date copies of standards, codes and legislation, ensure that these are reviewed and that the necessary changes to work practices, product specifications and similar are made.	▪ 4.2	▪ Legislative Monitoring & Compliance Procedure
▪ Support the EO to maintain the training plans and records of company personnel that demonstrate their competency.	▪ 7.2	▪ Professional Development Procedure

Name:

Signed:

Date:

Approved: Michael White – Executive Officer

Signed:



Date: