**Job Description: Finance & Administration Officer**

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| **Location** | Association |
| **Objectives of the Role** | Responsible for the financial administration and support of the association and services as directed by the CEO or Committee |
| **Working Relationships** | Reports to the CEO or Committee |
| **Expectations of the Role** | * Manage delivery of outcomes as directed
* Exercise a high level of initiative
* Prioritise both daily and on a long-term basis
* Exercise discretion and maintain confidentiality
* Liaise with a variety of people and organisations
* Operate as a member of the team
* Work unsupervised
* Utilise relevant computer skills at a high level
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| **Duties and Responsibilities**  | **Finance Administration Functions*** Management of financial bookkeeping functions for the association
* Provide financial reports as required
* Manage relationships with auditors and external financial services

**Administration Duties*** Provide support on projects as directed
* Ensure invoicing is completed
* Attend meetings with members and events as directed by the
* Committee
* Provide liaison services to ATO, auditors and external accountants
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| **Key Performance Indicators***Used to determine levels of performance by the employee and are linked to the goals, strategies and outcomes of the**organisation.* | * All financial reports and records are kept up to date
* Growth in membership
* Satisfaction by members
* Growth in Revenue
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| **Competencies for the Role** | * High level computer skills (MS Office)
* Excellent writing and analytical skills
* High level communication ability
* Ability to work with Committee, Staff, Volunteers
* Strong interpersonal skills
* Skilled financial software
* Strong financial analytical skills
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