**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 |
| **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 |
| **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 |
| **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 |