

Position Description

Position Title	Finance and Administration Officer
Reports To	Executive Officer / Board Chair
Direct Reports	Nil
Loading / Award / Agreement	Permanent Part-Time Contract Approximately 16 hours per week <i>Award: Live Performance Award MA000081</i>
Special Considerations	During the Eisteddfod season, flexible & additional hours over a 7 day roster including some evenings will be required to fulfil the inherent requirements of this position.
Position Objective	The Finance and Administration Officer is part of a small Royal South Street Society (RSSS) office team and is responsible for providing accurate and timely financial and administrative services for the Society (RSSS) and the annual RSSS Ballarat Eisteddfod.
Key Relationships	<ul style="list-style-type: none">• RSSS office personnel, including the Executive Officer.• RSSS Board Chair, Board Directors / Discipline Chairs• Donors, Sponsors, Entrants• Volunteers
Date Position Created	28/07/2024

Vision/Mission

Royal South Street Society (RSSS) annually conducts Australia's premier Eisteddfod – promoting and encouraging participation, enjoyment, and enrichment through the performing arts.

Values

- We are welcoming, professional, and respectful
- We provide opportunities for performers to develop and flourish
- We are inclusive and embrace diversity
- We act with honesty and integrity
- We are committed to excellence

Position Description

Position Summary

The Finance and Administration Officer is responsible for managing financial operations, ensuring accuracy, efficiency, and compliance with financial policies and regulations. This role includes processing financial transactions, maintaining financial records, preparing reports, and assisting with budgeting. The Finance and Administration Officer works closely with the RSSS Board, office staff and external stakeholders to ensure the organisation's financial stability and smooth running of the annual eisteddfod. Strong attention to detail, organisational skills, and financial acumen are essential for success in this role. Willingness to step in and assist amongst volunteers with the performing arts eisteddfod season events at busy times is also required.

Duties & Responsibilities

Finance Administration

- Accurately and efficiently process accounts payable and receivable using XERO
- Accurately and efficiently process the fortnightly payroll using XERO
- Office administrative duties as required such as mail, banking, CRM data entry etc
- Accurate and timely production of end of month/year payroll and financial processes
- Provide monthly Finance Reports for the RSSS Board
- Assist in preparing yearly budgets
- Manage and process online prize money payments to competitors.
- Coordinate adjudicator contracts and payments
- Online merchandise sales processing
- Manage Square setup and daily reports during the competition
- Annual stocktake and ordering of merchandise
- Venue contracts in liaison with Discipline Coordinator

Eisteddfod Administration

- Support competitor entry and payments through the MyStage and Artfuel CRM.
- Process sales of memorabilia, program guides and tickets
- Assist with contacting volunteers to cover shifts due to illness, no shows etc.
- Assist/undertake volunteer roles when required after volunteer assistance is exhausted.
- Assist with enquiries from competitors, teachers, adjudicators, and audience members
- Any other relevant duties as required or directed.
- Access various theatres and venues throughout the Ballarat region to help set up for the eisteddfod events - lift and move props, equipment etc within reasonable OHS requirements.

Position Description

General

- Understand and actively support the RSSS vision and values.
- Provide a high level service across all interactions through the RSSS office.
- Participate in training, meetings, performance reviews and professional development.
- Foster a culture of teamwork, safety, diversity, and inclusiveness at all times.
- Actively seek and engage processes for the organisation's continuous improvement.
- Ensure compliance with all relevant legislation and RSSS policies and procedures including but not limited to EEO, Bullying, Harassment, Diversity, Child Safety & OHS

Key Selection Criteria

- Strong financial acumen and demonstrated experience in a finance administration role(s).
- Demonstrated experience in the preparation of budgets and financial reports.
- Experience using XERO financial management system is preferred but not essential.
- High level IT skills (using financial and Microsoft Office suite) and attention to detail.
- Demonstrated ability to meet deadlines, prioritise tasks and manage time effectively.
- Demonstrated ability to work independently and in a team.
- Knowledge or awareness of RSSS and performing arts is desirable.

Qualifications / Skillsets / Licenses

- Qualifications in relevant study area and/or relevant work experience
- Experience using XERO and Square financial management system
- Effective use of Microsoft Outlook, Microsoft Teams, Sharepoint
- Current Working with Children Check & Victorian Police Check
- Capacity to work in Australia