# JOB DESCRIPTION

**Title:** Office Manager

**Reports to:** Chief Executive

**Direct reports:** Admin Officer, IT Support

**Level:** 6.1 to 6.3 (subject to experience) as per the CCSA Enterprise Agreement 2015

**Employment Basis:** 0.6 FTE, flexible working arrangements

**Location:** 111 Franklin Street, Adelaide

# The Role

You will manage organisation’s administration and financial systems, and provide facilities management of the organisation’s home base: the Joinery. Working with a small team of paid staff and volunteers, you will ensure the organisation has the operating systems, WHS, IT, risk, financial processes and reporting in place to thrive. You will have a clear focus on the whole of organisation internal health and successful and cohesive use of the Joinery community space.

# Duties & Responsibilities

**Financial**

* Manage Conservation SA’s financial processes and systems, including MYOB: general ledger, asset register, accounts payable, accounts receivable, financial and cash flow monitoring
* Manage the delivery of payroll processing and statutory payments
* Liaise with Outreach Manager and individual project managers to assist develop and monitor budgets, including presentation of monthly project statement
* Assist external Auditor during annual audit
* Support the CE and Outreach Manager ‘s preparation of annual and project budgets using a cost-pricing methodology
* Prepare financial, WHS and risk reports as required for presentation to EC, Finance & Audit Committee and Council
* Ensure compliance with statutory obligations (including but not limited to BAS, GST, PAYG and ACNC)

**Administration**

* Coordinate WHS activities and policy implementation in conjunction with relevant staff committees, representatives and CE.
* Manage organisational HR systems and processes
* Coordinate staff recruitment procedures; including advertising, contract preparation and facilitation of induction
* Create and maintain effective record keeping systems, both hard copy and electronic, to meet statutory and operational requirements, including financial documentation, project contracts, lease and sub-lease agreements.
* Manage supplier accounts and contracts and identify purchasing efficiencies
* Oversee governance support, including the effective running of Executive and Council meetings
* Ensure Enterprise Agreement integration in relevant administrative policies

**The Joinery**

* Manage Joinery building services and facilities to ensure a functional and safe environment
* Prepare and maintain all relevant supplier contracts, usage agreements and tenant leases.
* Ensure an effective booking, set up and cleaning process for the Joinery’s public access facilities
* Work with the ASC Coordinator, Admin Support, tenants and volunteers to identify, initiate and develop opportunities for partnerships, funding, venue hire and other activation of the Joinery (seminars, demonstrations, displays etc.)
* Coordinate volunteer participation in Joinery activities
* Ensure effective monitoring and reporting of Joinery use

**General**

* Line management of Admin Officer and IT Support
* Share skills, knowledge and perspectives within the organisation where requested
* Participate in and contribute to Conservation SA staff meetings, fundraising, conferences, events, and training, as relevant
* Other duties within skills and competence to support day to day operations as required

# Expected Outcomes

The Key Performance Indicators for this position are:

* On time delivery of financial reports and administration services
* Meeting budget targets within area of responsibility
* Appropriate management of WHS issues
* Ensuring compliance with all statutory obligations

# Skills & Attributes

**ESSENTIAL**

A finance qualification plus two years’ experience; or 5 years’ experience in financial management at a senior level.

Extensive MYOB (or equivalent accounts/payroll software) experience and knowledge

Detailed knowledge of tax, financial and HR statutory obligations at a state and Federal level

Knowledge and understanding of HR systems, legislative requirements and best practice

Office management experience – preferably in a not-for-profit environment

Demonstrated experience of managing and directing staff

Demonstrated experience working with and supporting volunteers

Ability to relate to a range of people across the organisation including staff, members, volunteers and the public

High level of computer and database literacy

Outstanding communication skills, both oral and written

Demonstrated accuracy and attention to detail

Exceptional organisational and time management skills

Discernment and innovation in relation to problem solving

High level of personal integrity

Commitment to environment and social justice issues

**DESIRABLE**

Knowledge and experience in database management

Knowledge of environmental issues in SA

Knowledge of the role and operation of community for-purpose organisations