

Position Description

Position Title:	Administration Officer
Location:	Regional Development Australia – Mid North Coast office located in Suites 9&10, 111 William Street, Port Macquarie
Tenure:	The Administration Officer position is permanent part time 0.6 FTE (21 hours -3 days per week) until 31 December 2020 and can be extended if funding to RDA MNC is renewed past that date.
Hours of Work:	Normal work hours are 42 hours a fortnight between the hours of 8.30 am and 5.00 pm Monday to Friday. However, work outside of these hours may be required from time to time. A flexible approach to working hours and taking of recreation leave is a requirement of this role.
Salary:	\$50 960 (1.0FTE) pro rata plus 9.5% superannuation and annual leave loading.
Purpose:	The role of Regional Development Australia Mid North Coast (RDAMNC) role is to support the growth and development of the Mid North Coast. RDRAMNC is a not-for-profit incorporated association registered in New South Wales and funded by the Commonwealth Government.
Reports to:	Chief Operations Officer
Direct reports:	N/A potential trainee in the future

Summary of Key Purpose

Reporting to the Chief Operations Officer (COO), this position plays a key support role for the COO in the administration of RDRAMNC's operations.

You will be self driven, proactive, enthusiastic and a team player with exceptional organisational, time and people management skills and an eye for detail.

Key tasks of the Administration Officer include implementing office procurement, maintaining the front of house (office and phone), data entry of financial records, arranging travel bookings, preparing reports and information for the Committee and providing executive support to the COO and Director of Regional Development (DRD).

Tenure

The Administration Officer is a part time contract to 31/12/20. It will report to the COO and will work closely with other staff and committee members. The RDRAMNC office is located in Port Macquarie.

Key Accountabilities:

The Administration Officer will be accountable for the following roles and responsibilities:

- Master of first impressions ensuring the office is presented and phones are answered in a suitable and professional manner
- Procurement of stationery, catering and other office supplies
- Data entry of financial records
- Arranging travel bookings
- Working with the COO to prepare reports and information for the Committee and Director of Regional Development (DRD)
- Providing executive support to the COO and DRD
- Preparation of briefing materials and information for RDAMNC executive team

Experience, Skills and Attributes

Essential:

- Demonstrated financial management skills - MYOB preferable
- Highly developed administrative skills, with the ability to maintain effective and efficient office systems
- Highly developed organisational and time management skills
- Excellent computer based skills including MS Office, internet and willingness to learn new software
- Demonstrate a commitment to Equal Opportunity Employment, Work Health and Safety and Cultural Diversity principles
- Desktop research skills

Desirable:

- Good humour with a positive and enthusiastic attitude.
- Ability to work in a flexible and adaptable manner.
- Ability to work within a multi-disciplinary team and achieve goals.

Reporting requirements

Ad hoc as required of the COO or DRD

Performance management and supervision

The COO will conduct quarterly performance appraisals following a six (6) month probationary period which incorporates monthly appraisals

Key duties and responsibilities

Operational area	Role
Finance	<ul style="list-style-type: none"> • Process revenue and expenditure in MYOB (preferred), bank deposits and balance petty cash • Reconcile credit card statements
Operational compliance	<ul style="list-style-type: none"> • Support the COO to: <ul style="list-style-type: none"> • Ensure that adequate insurance policies and other risk management facilities are maintained for the organisation's activities, assets and employees • Manage RDAMNC's Risk and Work Health, Safety and Welfare policies and procedures and ensure all safety regulations are followed and safe-working practices are observed and followed • Contribute to the RDAMNC Wellbeing policy and Reconciliation Action Plan
Administration and systems	<ul style="list-style-type: none"> • Assist the COO to coordinate the organisation's regular Committee meetings, Annual General Meeting and other special or extraordinary meetings as may be required in accordance with the RDAMNC Constitution, including the preparation and distribution of notices of meetings, agendas and meeting papers, reports and minutes • Arrange venue bookings, catering, travel and accommodation for the COO and DRD and committee members as required • Filing incoming and outgoing organisational correspondence • Book travel, accommodation and meeting venues for DRD, COO and Committee • Support administration of the business services provided to auspiced projects on request of the COO • Secretariat support for team meetings and committee meetings as required • General office duties