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JOB AND PERSON SPECIFICATION

Title of Position:	Finance and Administration Officer
Remuneration:	ASO 4
Type of Appointment:	Full Time
Term of contract:	Two years
Line Management:	Head of Finance & Corporate Services

About Us

Carclew is the home of youth arts and creativity. It connects all children and young people to a world of creative possibilities, as artists, learners and audiences. As Australia's largest multi-artform cultural institution dedicated to children and young people, Carclew is a vital part of Australia's youth arts and arts sector.

Carclew, with a more than 50-year legacy, works to amplify and elevate the youth arts sector across Adelaide, South Australia and nationally.

Carclew is a not-for-profit organisation incorporated under the *Associations Incorporation Act 1985*. Carclew is also a Public Authority under the Attorney General's Department and has a role in disbursing State government funds through Carclew grant programs. The Minister appoints the Chair of the Board and each of the Board members.

Through Carclew's commitment to First Nations children, artists and communities, we aim to ensure a safe space to learn and educate, inspire awareness and respect, and help to develop the cultural leaders of tomorrow.

About the role

The Finance and Administration Officer is responsible for delivering high-quality financial and administrative support that contributes to the effective and efficient operation of Carclew. Working under limited direction, the role coordinates a broad range of financial administration, procurement, contract administration, facilities coordination and corporate support functions to ensure compliance with legislative requirements, Government policies, financial delegations and organisational procedures.

The position provides professional advice and support to managers and staff, contributes to continuous improvement initiatives, and assists in maintaining sound financial management, effective business systems and efficient organisational operations.

Working collaboratively across the organisation, the Finance and Administrative Officer supports the successful delivery of Carclew's programs, events and activities by building productive relationships with colleagues, artists, contractors, schools, community organisations, government agencies and other stakeholders.

About You

You are an experienced finance and administration professional with demonstrated capability in financial administration, procurement, contract administration and business support. You possess well-developed organisational skills, excellent attention to detail and the ability to manage competing priorities while delivering accurate, timely outcomes.

You exercise sound judgement and high level of attention to detail, demonstrate initiative and work effectively under limited direction while contributing positively to team outcomes. You are committed to continuous improvement, customer service excellence and maintaining high standards of governance, accountability and compliance. An appreciation of the important role that arts and cultural organisations play in enriching the lives of children and young people will be highly regarded.

Work Level Definition – Work Level (ASO 4)

Employees at the ASO4 level work under limited direction and are responsible for undertaking a range of administrative, financial and operational functions requiring the application of established policies, procedures and professional judgement.

Positions at this level exercise delegated authority, provide advice and support to managers and staff, and contribute to the development and continuous improvement of business systems and processes. The role requires initiative, sound judgement and the ability to manage competing priorities while delivering quality outcomes. The impact of the position extends across business operations and contributes to the achievement of organisational objectives.

Reporting / Working Relationships

The Finance and Administration Officer reports to the Head of Finance & Corporate Services and works closely with managers and staff across the organisation. The role also develops and maintains productive relationships with artists, contractors, suppliers, funding bodies, government agencies, auditors and other stakeholders to support the efficient operation of the organisation and delivery of its strategic priorities.

Key accountability and functions

1. **Financial Management**
    - Deliver accurate and timely accounts payable, accounts receivable, payroll and financial administration services in accordance with organisational policies, financial delegations and legislative requirements.
    - Undertake reconciliations, investigate discrepancies and maintain the integrity of financial records and transactions.
    - Prepare journals, financial reports and supporting documentation to support monthly, annual and other statutory reporting requirements.
    - Coordinate contractor superannuation obligations in accordance with legislative requirements.
    - Assist with budget monitoring by preparing financial information and reports to support informed decision-making.
    - Maintain financial records and documentation to meet audit, compliance and organisational requirements.

2. **Corporate Operations. Facilities and Venue Coordination**
    - Support the day-to-day operation of Carclew House, including building maintenance, contractor engagement, venue access and operational readiness.
    - Act as an after-hours operational or security contact for agreed periods, as negotiated.

3. **Business Administration and Corporate Support**
    - Coordinate the administration of contracts and service agreements, ensuring documentation is accurate and maintained throughout the contract lifecycle.
    - Develop, maintain and improve administrative systems, records and business processes to support efficient organisational operations.
    - Provide high-quality administrative support, including the coordination of meetings, correspondence and confidential documentation.
    - Respond to internal and external enquiries in a professional, accurate and timely manner.
    - Assist with procurement of staff amenities and office supplies.

4. **Team Contribution and Organisational Culture**
    - Build and maintain effective working relationships with staff, artists, contractors, suppliers, government agencies and other stakeholders.
    - Provide advice and administrative support to managers and staff on financial and corporate services and processes.
    - Contribute to a collaborative, inclusive and customer-focused workplace culture.
    - Share knowledge and information to support continuous improvement and organisational capability.
    - Undertake other duties consistent with the classification level as required.

PERSON SPECIFICATION

Essential Requirements

Qualifications

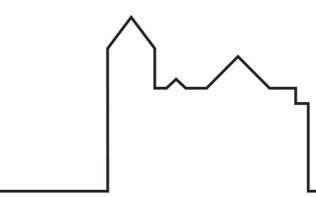
- Certificate IV or Diploma in Accounting, Finance, Business Administration or a related discipline; or equivalent knowledge and experience.

Knowledge/Skills/Abilities/Personal Attributes

- Demonstrated understanding of contemporary financial management principles, internal controls and compliance requirements, with the ability to apply relevant legislation, policies and procedures.
- Demonstrated experience in financial administration, including accounts payable, accounts receivable, reconciliations, financial record management and reporting.
- Demonstrated experience coordinating procurement, contracts and supplier relationships in accordance with organisational policies and procedures.
- Demonstrated experience coordinating administration, facilities and venue operations.
- Demonstrated ability to manage competing priorities, meet deadlines and maintain a high level of accuracy.
- Well-developed organisational, analytical and problem-solving skills, with a high level of attention to detail.
- Well-developed written and verbal communication skills with the ability to prepare correspondence and reports and build productive working relationships with a diverse range of stakeholders.
- Demonstrated experience using financial management systems, including Xero, and the Microsoft Office suite.
- Demonstrated ability to work independently under limited direction and contribute effectively within a collaborative team environment.

Desirable Requirements

- Experience working within arts, cultural, community or not-for-profit sectors.
- Experience supporting programs, events or venue operations.
- Experience preparing funding reports, acquittals or evaluation documentation.
- Understanding of Work Health and Safety, Child Safe Environments and venue operations.
- Current First Aid Certificate

Special Conditions

- The appointee will be required to provide a current Working with Children Check (WWCC) and Responding to Risk of Harm, Abuse and Neglect – Education Care (RRHAN-EC) certification.
- May be required to be rostered as the primary after-hours operational or security contact, subject to prior agreement.
- Some out of hours work is required.
- Driver's Licence essential.