

Position Description -

Position details

Position title	Finance and HR Administrator
Site	SAM - 530 Wyndham Street , Shepparton, VIC 3630, Australia
Team/department	
Employment status	Part time
How many hours?	32
Employment type	Fixed Term

Reporting relationships

Reports to
Review managed by

Position purpose

Position purpose	The Finance and HR Administrator is responsible for supporting and administering the financial and human resource functions within SAM. The position provides key administrative support to ensure the efficient, accurate and compliant management of financial transactions, payroll, employee records and HR processes. The role also supports effective business operations, sound financial management and a positive and productive work environment.
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Accountabilities and key performance indicators (KPIs)

Accountability General Gallery Administration	KPIs • Provide administrative support to the SAM Director of Business. • Collect and collate data and ensure monthly reports are completed accurately and within required timeframes for Board meetings and key funders • Monitor processes within the Business Services team and identify opportunities for continuous improvement • Provide quality customer service to internal and external customers
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Accountability

KPIs

- Implement agreed process improvements as required
- Respond efficiently and effectively to requests for assistance and information
- Provide training to new staff on procurement guidelines and processes
- Entry of data into Xero including but not limited to: supplier registration forms, purchase orders, bills, invoices, asset register, employee expense claims, consignment sales, credit card transactions, receipt of donations
- Support the Retail Coordinator to ensure efficient and effective end-of-month reporting
- Assisting in other related matters such as budgeting and maintaining the asset registers.
- Assist with budgeting and maintaining asset registers
- Prepare and lodge quarterly BAS and GST returns
- Prepare and file instalment activity statements.
- Liaise with and assist external auditors with the end-of-year audit process.
- Assist with the completion of Creative Victoria and ACNC reporting requirements.
- Liaise with accountants to provide financial reports for Board and Finance, Audit, and Risk Committee papers.
- Assist with Workcover registration and annual reconciliation forms.
- Oversee purchases-to-payment cycle, including accounts payable management, purchase orders, accruals, and trade creditor reconciliation.
- Manage revenue-to-receivables cycle, including accounts receivable management.
- Process general journal entries and ensure accurate data entry management.
- Review and manage staff expense claims and credit card purchases in accordance with SAM Ltd policies.
- Process and enter consignment sales each month.
- Prepare and file annual PAYG payment summaries and reconciliation.
- Calculate and provision for redundancy payments, if applicable.
- Prepare financial and payroll data for fortnightly payroll processing, ensuring employees are paid correctly in accordance with the relevant award and that leave is accurately allocated
- Maintain the Diffuze HR software system and ensure relevant employee information is accurate and up to date
- Coordinate recruitment processes for new

Financial Administration

Human Resources & Payroll Administration

Accountability

KPIs

employees in accordance with advice from the Director of Business and relevant senior team members

- Coordinate and oversee the onboarding new employees including the preparation of the offers of employment, preparation of contracts, meeting team members, OH&S and Emergency inductions
- Ensure relevant Working with Children Checks and Police Checks are completed
- Advise management about emerging issues within the team, which may require specialist advice and guidance to support policy development or HR matters.
- Working with SAM senior team to manage the performance reviews through Diffuze and recruitment and onboarding of new employees.
- Organise the SAM site specific induction for new SAM employees including scheduling and the preparation of new employee packs.
- Organise role specific training for all onboarding staff in SAM's programs and systems.
- Coordinate the seeking of advice for the interpretation of applicable Modern Awards and EBA's to ensure contracts/agreements and relevant policies are in line with these documents.
- Prepare payroll and human resources information for data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity.
- Provide a responsive, accurate staff service on payroll matters, resolve enquiries and assist in identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained.
- Provide training for new staff with procurement guidelines and processes.
- Ensure payroll processing deadlines are met
- Advise management of emerging HR issues that may require specialist advice or guidance
- Investigate payroll enquiries and assist in identifying and correcting payroll errors
- Ensure all staff are onboarded into SAM's IT systems relevant to roles and responsibilities
- Provide support to team members with minor IT issues
- Liaise with the external IT provider to assist in resolving IT problems
- Maintain a list of software licences and renewal requirements and identify new opportunities for continuous improvement

IT Support

Accountability

Work Health & Safety

KPIs

- Ensure software is maintained and updated across SAM computer systems
- Contribute to a safe working environment and provide effective and quality customer service in accordance with SAM policies and procedures
- Select and implement appropriate and safe work practices and procedures to achieve the objectives and responsibilities of the position

Position dimensions

Revenue	\$.00
Financial delegation	\$.00
CAPEX/OPEX	\$.00
Number of direct reports	

Key internal and external stakeholders

Stakeholder	Purpose of communication
Direct Manager	Communicate any problems or concerns in a timely manner, report on daily activities and results.
SAM Colleagues	Work together as a team to deliver on SAM's goals, and to seek information for internal requirements
Patrons to the Gallery	Provide exceptional customer care and service
External Contractors & Suppliers	Work alongside and support where required

Selection criteria

Qualifications

- Diploma or higher qualification in Accounting, Bookkeeping or a related discipline
- Qualification or formal training in Human Resources, Payroll or Business Administration (desirable)

Experience

- An interest in and commitment to arts administration.
- Demonstrated experience in providing high level HR administrative support and undertaking multiple tasks.
- Demonstrated experience in payroll administration
- Well-developed interpersonal skills with the ability to work unsupervised and as part of a multi-disciplinary team.
- Excellent customer service and communication skills, including the preparation of correspondence and reports.
- The ability to implement and maintain record management systems
- Experience providing efficient and effective management accounting services, including financial analysis and preparation of financial management reports
- Demonstrated experience using financial and business administration systems, including Xero for financial administration and reporting
- Demonstrated experience using CloudPayroll for payroll processing and administration
- Demonstrated experience using Diffuze HR for employee records, HR administration, recruitment, onboarding and performance management
- Experience using Lightspeed POS or a similar retail point-of-sale system, including processing and reconciling retail transactions
- Demonstrated experience using Microsoft Office Suite, including Word, Excel and Outlook

- Demonstrated experience using SharePoint for document management, record keeping and information storage

Capabilities

- Highly developed computer and office administration skills
- Strong attention to detail, accuracy, numeracy and analytical skills
- Excellent written and verbal communication and interpersonal skills, including the ability to listen effectively and communicate with a broad range of internal and external stakeholders
- Well-developed customer service skills and the ability to provide a high-quality service to internal and external customers
- Ability to work effectively both independently with minimal supervision and collaboratively as part of a multidisciplinary team
- Ability to multitask, manage competing priorities and work effectively under pressure
- Ability to work with minimal supervision and complete tasks efficiently and effectively. Highly developed computer and office administration skills.
- Strong problem-solving skills and the initiative to identify opportunities for continuous improvement
- Ability to implement and maintain effective record-management systems
- Ability to understand and apply relevant organisational policies, regulations and procedures
- An interest in working in a diverse arts environment and a commitment to community cultural development and cultural activities in a regional context
- High level of personal and professional integrity and confidentiality
- Strong ability to multitask and work in a team environment
- High organisation and time management skills
- Strong communication and interpersonal skills
- Reliability, show initiative and have the ability to work well under pressure
- Positive and professional presentation
- High analytical and problem solving skills
- Perform tasks in accordance with SAM policies
- Demonstrated skills in and knowledge of the administration and maintenance of financial system
- Reliability, flexibility, maturity and motivation, with a commitment to high-quality work