



Position Description

Finance and Administration Officer

Who we are: We are the peak body representing and supporting community organisations, and the people they assist, to reduce alcohol, tobacco and other drug related harm for all Tasmanians

Our Vision: A Tasmania without alcohol, tobacco or other drug related harm or discrimination

Our Team Values: Empathy, Compassion, Respect, Dignity, Inclusiveness, Innovation and Creativity

Hours of Work:	Part time (0.6 FTE)
Salary and Conditions:	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010, Level 5 (salary packaging is available).
Location:	The role is located at the ATDC office at Suite 1, Level 1/175 Collins Street, Hobart, Tasmania. This role is office based only. This role may require some intrastate travel and flexibility in working days may be required.
Position Summary:	The Finance and Administration Officer is responsible for providing support to the ATDC's CEO to undertake finance and organisational administration duties.
Reporting:	This role reports directly to the CEO. This role has no direct reports.
Qualifications and Skills:	This role requires a combination of experience, expertise and competence sufficient to perform the duties required at this level. This may have been attained through previous appointments, service and/or study.
Personal Attributes:	This role requires a highly organised and self-motivated person with very good interpersonal skills with the ability to work autonomously or as part of a small team. A positive attitude with critical thinking and sound judgement skills, and an eye for detail are also important for success in this role.
Organisational Responsibilities:	The main organisational responsibilities of this role are: <ul style="list-style-type: none">o Providing executive support to the CEO and ATDC Boardo Managing accounts payable, and providing financial management assistance to the CEO and Finance Managero Managing contractor and supplier relationships, including the authorised purchase of office supplieso Establishing and maintaining the ATDC's operational registers and documentation management processes.o Establishing and managing the ATDC's internal organisational compliance and policy review and updates

	<ul style="list-style-type: none"> o Undertaking grant administration responsibilities, including the development of program reports o Establishing and maintaining the ATDC's membership database (including annual membership renewal processes and service directory information) o Coordinating the biennial Tasmanian ATOD Awards o Maintaining the ATDC's common areas, in collaboration with the broader ATDC team o Undertaking other tasks as directed by the CEO, or senior team members.
Selection Criteria:	<p>Qualifications, Skills and Experience</p> <ol style="list-style-type: none"> 1. At least three years' experience in a similar position providing executive support or high-level executive administration. Experience in a not-for-profit organisation will be looked upon favourably. 2. Excellent verbal communication skills and well-developed written skills with an eye for detail. 3. Strong critical thinking and judgement skills, with a focus on providing effective and practical advice and solutions. 4. Capacity to manage competing priorities and to work with minimal supervision. 5. Well-developed interpersonal skills with the ability to professionally engage with a diverse stakeholder group. 6. Excellent information technology skills and experience including the Microsoft Office suite and MYOB
Essential Requirements:	A satisfactory National Police Check is required
Lived Experience:	The ATDC encourages qualified applicants with lived experience of alcohol, tobacco and other drug use to apply.

Competency Framework – Finance and Administration Officer			
Personal Attributes		Relationships	
Adapt and Respond to Change		Communicate Effectively	4
Display Resilience and Courage	2	Commitment to Customer Service	3
Act with Integrity	3	Influence and Negotiate	2
Manage Self	3	Work Collaboratively	3
Results		Business Support	
Deliver Results	3	Finance	3
Plan and Prioritise	4	Technology	2
Think and Solve Problems	3	Procurement and Contract Management	2
Demonstrate Accountability	3	Project Management	2
People Leadership and Management		4 – Highly Advanced 3 – Advanced 2 – Intermediate 1 - Foundational	
Lead, and Develop People	2		
Inspire Direction and Purpose	2		
Optimise Business Outcomes	3		
Manage Reform and Change	2		

It is agreed that these are the primary requirements for the position of the Finance and Administration Officer. However, there is an expectation that this position may perform, or learn other duties, as required by the ATDC.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the CEO therefore the entire document will be considered during any performance assessment.

Employee Signature _____ Date _____

Executive Support Officer

Employer Signature _____ Date _____

Chief Executive Officer