



EMPLOYER	Illawarra Shoalhaven Joint Organisation
ROLE	Finance and Administration Coordinator

Applications close 11:59 pm, Monday 23 January 2023

Advertised on seek.com.au

Job Term: Permanent 28 hours per week part time appointment with the option, subject to agreement and operational requirements, to negotiate the spread of hours. The preferred position would be shorter working hours spread over a five day week.

Location: Based in Kiama, New South Wales. The position may involve limited travel within the Illawarra Shoalhaven Region

Package: An attractive remuneration package including salary of \$49.21 per hour (\$1,377 based on a 28 hour week) and statutory superannuation. Special leave is on offer.

JOB DESCRIPTION

About The Region:

The Illawarra Shoalhaven comprises the local government areas of Wollongong, Shellharbour, Kiama and Shoalhaven and covers 4,759 km². The region is home to close to 430,000 people and substantially more in peak tourism periods. Its geography is characterised by extensive areas of parks and reserves, major water systems and open coastline with 43% of its area exhibiting high environmental value.

About our Organisation:

The Illawarra Shoalhaven Joint Organisation (ISJO) is an authority operating within the framework of the NSW Local Government Act 1993.

The ISJO's role is to:

- (a) Establish strategic regional priorities for the joint organisation area and to establish strategies and plans for delivering those strategic regional priorities
- (b) Provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities, and
- (c) Identify and take up opportunities for inter-governmental co-operation on matters relating to the joint organisation area.

The ISJO works in partnership with our Member Councils, State Agencies and peak organisations in helping achieve the best possible outcomes for our region's communities. It derives the bulk of its income from grant funding and income generating activities.

About the Role:

This is an exciting opportunity for an innovative and experienced professional to fill the newly created position of Finance and Administration Coordinator at the Illawarra Shoalhaven Joint Organisation.

The Finance and Administration Coordinator will be responsible for the delivery and coordination of office operations, procedures and resources to facilitate organisational effectiveness and efficiency.

The ideal candidate will be experienced in handling a very wide range of administrative, budgetary communications and executive support related tasks and will be able to work independently with little or no supervision. This person must be well organised, flexible and enjoy administrative challenges that are part and parcel of work in a small but rapidly growing and diverse operation with multiple stakeholders and significant performance requirements.

The position will report directly to the Chief Executive Officer.

Note that the nature of this role will limit opportunities for working from home arrangements.

Responsibilities:

- Provision of an interface between the organisation and external providers of financial systems, information technology and leasehold services
- Facilitate the preparation of the organisation's draft annual budget and the monitoring and reporting of budgetary performance for the information of the CEO and Divisional Managers
- Assistance in organisational message development including website management, social media content creation, media releases, newsletter and related activities to ensure enhanced stakeholder awareness of our activities and the alignment of marketing content with our brand identity
- Administration of the organisation's financial processes including purchasing, invoicing and other matters and / or provision of assistance to staff undertaking such activities
- Coordination of administrative services to help ensure that the organisation meets its obligations under its Operational Plan and other strategic frameworks
- Response to general inquiries including taking and directing incoming calls and managing the organisation's generic email and website enquiries
- Preparing meeting minutes as requested
- Representation of the organisation from time to time at external meetings
- Assistance to the CEO and Divisional Managers as required.

Qualifications and experience

Essential:

- Tertiary Qualifications or a demonstrated high level of experience in financial and administrative management in a government / quasi government environment
- Demonstrated success in managing complex and competing priorities within a high pressure work situation
- Demonstrated capacity to effectively analyse situations, develop innovative responses and manage budgets and projects
- Exceptional interpersonal and team building skills and the capacity to see beyond problems and to focus on solutions

- Highly developed understanding of political and stakeholder environments and of the means by which a membership based organisation can effectively deliver on its priorities
- An internal and external customer focus and the ability to see the strategic importance of financial and administrative functions in the wider strategic performance of an organisation
- Class C driver's licence.

Remuneration and benefits:

- Salary of \$1,377 based on a 28 hour working week plus statutory superannuation payable to your nominated superannuation fund
- The opportunity to negotiate the spread of hours
- Access to CEO special leave of up to nine days per calendar year

Pre-employment requirements:

- Pre employment medical assessment
- Proof of Australian residency / citizenship / work permit status
- Pre employment screening consistent with the Workforce Screening Standard.