



POSITION DESCRIPTION

Position title	Finance Coordinator
Reports to	General Manager, AU Sport and Fitness
Direct reports	Nil
Location	Adelaide University Sport offices, University of Adelaide Campus, Ground Floor, George Murray Building, Gate 10, Victoria Drive
Scope of position	0.6 FTE until 31 December 2024

ORGANISATIONAL CONTEXT

Established in 1896, Adelaide University Sport and Fitness, although administratively autonomous, is directly affiliated with the University of Adelaide and has been incorporated in its own right since 1979. Adelaide University Sport and Fitness helps students and the wider community access an extensive range of sporting facilities and an eclectic mix of almost 40 sporting clubs and three on campus gyms. Adelaide University Sport and Fitness also hosts a number of events and activities throughout the year, ranging from social activities through to competitive events.

At Adelaide University Sport and Fitness we actively promote a life and study balance through the healthy body; healthy mind nexus. Keeping in line with The University of Adelaide ideologies, we also endeavour to instil a sense of pride within our members and the community, which is evident through our focus on: Play for fun, Play to win and Play with pride. The Adelaide University Sport and Fitness clubs help us to deliver this message by providing participants with a sense of community, promoting leadership and encouraging excellence.

KEY RESPONSIBILITY AREAS AND DUTIES

This position is responsible for supporting the General Manager to ensure the smooth and efficient operations of the organisation's financial affairs. The Finance Coordinator must be technically proficient and demonstrate skill, experience and competencies in time management, general ledger processing using Xero along with strong knowledge of the business' statutory requirements.

The Finance Coordinator is responsible for the accounts receivable and payable function and the delivery of a broad range of tasks including but not limited to: timely processing of invoices and payments, reconciliation of corporate credit cards and supplier statements. This role will support the General Manager with governance policy requirements for Adelaide University Sport and Fitness.

The ideal candidate will be an experienced Xero user and will have used the Microsoft Suite extensively. The position requires a keen attention to detail and the ability to prioritise multiple tasks.

Key responsibilities

Financial Management

Prepare timely, accurate and compliant financial information to assist in business decision making including:

- Prepare the annual budgets and quarterly budget reviews with the General Manager and Senior Management Team.
- Ensure compliance with all statutory and taxation requirements, including BAS preparation.
- Reconciling bank accounts including weekly reconciliation of organisation credit cards.
- Process accounts payable in Xero and maintain archiving.
- Coordinate the processing of invoices and monitoring of receivables.
- Following up outstanding debtors.
- Maintaining petty cash.
- General ledger processing, including general journal preparation and monthly accruals.

Payroll

- Manage employee profiles including set up and amendments.
- Process fortnightly pay runs including checking and correcting part-time employee leave allocations.
- Process and pay employee Superannuation.
- Monthly statutory requirements.

Process and Documentation

- Draft and document process for finance functions including but not limited to accounts receivable, accounts payable, payroll, grant and scholarship acquittal.
- Liaise with staff re purchasing and procurement processes.

Policy and Governance

- Assist General Manager to manage the review and update policies and procedures on an annual basis.
- Manage and report against AUSF governance requirements.
- Assist with planning and delivery of monthly board meetings, quarterly sports council and AGM.
- Manage AU Sport scholarship and grant applications, payments and acquittal.

Technical and Professional

- Assist with EOFY preparation and supporting annual audits with external auditor.
- Ensure organisational compliance with policy, legislation and accounting standards.
- Participate in the quarterly review process by compiling data.
- Prepare briefing papers and reports for the General Manager and AUSF Board on finance and accounting matters.
- Provide considered advice to the General Manager; ensuring operational risks, challenges, opportunities and key issues are identified.
- Be an active participant within the Adelaide University Sport team and contribute positively to our inclusive and community-focussed culture at Adelaide University.

SELECTION CRITERIA

- A tertiary qualification in business, finance and / or accounting.
- Minimum five years demonstrated experience in the use of Xero (all invoicing, purchases, payroll, BAS and reconciliation) is essential.
- Competency in using Microsoft Office Suite and website content management systems (CMS).
- Strong administrative skills with high attention to detail.
- Well-developed written and oral communication skills.
- Excellent organisational skills, time management skills and ability to work positively under pressure and with changing work priorities.
- Good interpersonal skills and ability to work within a team environment with a willingness to deliver hands-on help as part of a team.
- Self-motivated and able to work independently with minimal supervision.
- Experience in a similar not-for-profit environment.
- You must hold (or be willing to obtain) a current Police Check and Working with Children Check.