

Position Description – Finance and Operations Coordinator

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| Position | Finance and Operations Coordinator |
| Position Summary | <p>The Finance and Operations (0.6 F.T.E.) Coordinator plays a key role in supporting the organisational financial management and day-to-day operations. This position ensures the smooth functioning of internal processes by supporting and maintaining accurate financial records and coordinating administrative workflows. Working closely with the General Manager, the role supports operational priorities and helps ensure the effective and efficient running of the organisation.</p> <p>This position is ideal for someone who can act as a translator between people and the systems and processes that we use.</p> |
| Contract Term | Two years |
| Salary | \$70,000-75,000 per annum, pro rata at 0.6 F.T.E. Commensurate with experience |
| Reports to | General Manager |
| Direct Reports | NIL |
| Indirect Reports | NIL |
| Internal Relationships | Executive Producer/CEO, Head Circus Trainer, Lead Circus Artist and Trainer, Creative Producer: Programs, Creative Producer: Creative Schools and Communities, Marketing and Workshop Coordinator |
| External Relationships | Bookkeeper (External) |



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KEY RESPONSIBILITIES

- Manage day-to-day invoicing, purchase orders, and reconciliation processes, ensuring transactions are accurate and progressing through appropriate approval and payment workflows.
- Coordinate with the external bookkeeper to ensure financial records are accurate, complete, and up to date.
- Support Payroll processes, including timesheets and responding to payroll-related enquiries as they relate to core and casual employees, and contractors.
- Oversee the management and maintenance of company vehicles, including registrations, servicing, and compliance documentation.
- Maintain registers for licences and certifications, including Drivers Licences, Working with Children Checks, and First Aid/CPR.
- Provide administrative support to the General Manager and Executive Producer/CEO, including data entry, filing, document management
- Assist with maintaining and improving operational and administrative processes across the organisation.
- Support day-to-day operations of CIYA in conjunction with the Marketing & Workshop Coordinator, Creative Producers and the rest of the team. This may include providing advice over the phone and in-person around workshops, payments, and other duties as required.
- Perform additional duties as directed by Executive Producer/CEO and/or General Manger to support organisational priorities.
- Act as the primary liaison with the external stakeholders, managing support requests, licensing, and issue resolution, including our off onsite storage

Skills and Experience

- Proven experience in a financial administration, operations, or similar coordination role
- Strong understanding of invoicing, accounts processes, and financial reconciliation
- Proficiency in relevant financial and administrative systems (e.g. Xero, Microsoft Office)
- High level of organisational and time management skills, with the ability to manage multiple priorities and meet deadlines



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- Excellent attention to detail and accuracy, particularly in financial and compliance-related tasks
- Well-developed communication and interpersonal skills, with the ability to work effectively with internal staff, management, and external stakeholders

Essential

- A Minimum of 1-2 years' experience in administration account roles, with proven experience in accounts payable / receivable using Xero
- Excellent communication Skills, both written and verbal, with the ability to explain financial matters clearly
- Strong attention to detail and accuracy with the ability to priorities tasks and manage deadlines

Desirable

- Understanding of compliance requirements relevant to non-profit organisations
- Experience or interest in Youth and Community Arts and/or the not-for-profit sector
- Working knowledge of Payroll and HR-related administrative processes
- Relevant qualification Finance, Accounting or similar (highly regarded)