



Here at Education Transformations we are looking for an Administrative Officer to join our team!

The key functions of the Administrative officer are to:

- Provide leadership and advice in the management and planning of the *Education Transformation's* administrative and financial affairs;
- Ensure provision of adequate resources, physical and human, for the operation of *Education Transformation's* programs and consultancies;
- Advise the Director with regard to administrative, finance and resource issues;
- Ensure and provide financial accountability and internal controls;
- Provide financial information and reports to enable *Education Transformations* to meet its statutory and fiduciary obligations;
- Put in place processes to ensure adequate cash flow to enable *Education Transformations* to achieve its objectives; develop and maintain all aspects of *Education Transformation's* employment of staff

Ideally you will have:

A background or experience with MYOB

A passion for the development of remote communities

Be competent in word, excel, publisher and power point.



Education Transformations

Administrative Officer

The Administrative Officer is responsible for effective management of the Education Transformation's office, finances and resources.

Key functions

The Administrative Officer is accountable to the Board through the Executive Director of *Education Transformations* and is required to:

- provide leadership and advice in the management and planning of the *Education Transformation's* administrative and financial affairs;
- ensure provision of adequate resources, physical and human, for the operation of *Education Transformation's* programmes and consultancies;
- advise the Director with regard to administrative, finance and resource issues;
- ensure and provide financial accountability and internal controls;
- provide financial information and reports to enable *Education Transformations* to meet its statutory and fiduciary obligations;

- put in place processes to ensure adequate cash flow to enable *Education Transformations* to achieve its objectives.;
- develop and maintain all aspects of *Education Transformation's* employment of staff;

Responsibilities and Duties

Reports To: Director, Education Transformations

Liases With: Board members
 New schools planning groups
 Indigenous organisations and communities
 Government and private organisations
 Accountants and auditors

In meeting these key responsibilities the Administrative Officer is specifically required to do the following with respect to:

1. Financial Management

Ensure and supervise all aspects of the financial conduct of *Education Transformations* including:

- budget formation, preparation and management.
- management of cash flow.
- management of debt servicing and loan negotiation.
- preparation of regular monthly financial reports for all entities within *Education Transformations*.
- coordination of all accountability requirements related to the administration of grants.
- monitoring of all income sources, in particular meeting the requirements of all programmes to ensure timely flow of monies.
- coordination of grants reconciliation.
- provisions of other financial reports as required.
- supervising internal procedures and arranging annual external audits.

2. Travel and Appointments

- Keep a diary of the Director's travel and appointments.
- Maintain a calendar of key events relevant to the operation of Education Transformations.
- Book travel and accommodation for travel as required.
- Schedule regular meetings as required.
- Organise meetings, training sessions and conferences as required by the Director.
- Keep agenda and minutes for meetings as required by the Director.
- Liaise with members of various committees and boards and organise travel and accommodation as required.

3. People resources

Develop and maintain all aspects of *Education Transformation's* employment of staff including:

- conditions of service and pay scales.
- advice to the Director as to employment conditions of other like institutions in the Northern Territory to enable the *Education Transformation's* conditions to be competitive.
- maintenance of an effective and efficient payroll process and system.
- response to inquiries from staff on salary related matters including salary packaging.

4. New ventures

Provide advice about the financial viability of any programmes, education units or other ventures contemplated by *Education Transformations*:

- work closely with the Director in the earliest stages of planning and;
- assist in preparation of submissions for government and private agencies.

5. Development

- Assist in developing strategic plans;
- Assist groups to plan for and establish new educational ventures;

6. Liaison and Communication

- communicating with all *Education Transformations* employees in a way which promotes openness and harmony.
- telephone – taking enquiries from within Education Transformations and from outside agencies
- arranging appointments for the Director
- ensuring that visitors to the Education Transformations office are made to feel comfortable and welcome
- liaise with external agencies on behalf of the Director as required
- arrange meeting facilities as required

7. Office organisation and record keeping

- prepare correspondence and reports as required by the Director.
- forward correspondence and maintain mail records.
- maintain and regularly review and update “to be done” lists in conjunction with the Director.
- monitor office stationary and machines to ensure adequate supplies and efficient office systems operation at all times.
- maintain an inventory of office supplies and equipment.
- develop and maintain corporate stationery.
- maintaining up-to-date computer filing.

- maintain filing of all paper based resources.
- maintain mailing and contact lists so as to facilitate prompt and accurate contact with individuals, organizations and networks.
- establish and maintain a database for consultancies, funding submissions and other initiatives as required.

8. General

-oversight of Education Transformation's office accommodation including cleaning, repairs, payment of rent, etc.

-any other duties agreed, from time to time, in writing between you and the Director.

If you are interested in this role please contact:

Phillipa Lamborn

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