UP LIT

Administration Manager

ROLE DESCRIPTION

TITLE	Administration Manager
HOURS	3 - 4 days per week (flexible) and 1 week full time during the Festival dates
SALARY	$60,000 per annum (pro rata plus leave loading and superannuation)
REPORTS TO	Chief Executive Officer
KEY RELATIONSHIPS	Chief Executive Officer UPLIT Board Bookkeeper Marketing Manager
DIRECT REPORTS	Bookkeeper Box Office Manager Operational Suppliers and Account Managers Administration Interns Administration Volunteers
CONTRACT TERM	12-month Maternity Leave Contract

KEY ACCOUNTABILITIES

Administrative Support

- Provide administrative and operational support to the CEO and Board as required;

- With oversight from the CEO, provide administrative support to the Board, including coordination of meeting schedules, distribution of approved agendas and materials, and maintenance of records and correspondence;

- Effective management of day-to-day office administration & office reception, including general phone and email enquiries.

Financial Administration

With support from the Bookkeeper:

- Manage accounts receivable and payable;

- Trade debtors;

- Petty cash;

- Ensure accurate payroll and leave management;

- Ticket sales reconciliations;

- Timely administration of quarterly BAS and IAS lodgments, superannuation reporting and payments;

- Budget entry and reforecasting and monthly reporting to Board;

- Monthly cash flow management and forecasting;

- Manage operational expenditure within allocated budget;

- Oversee and ensure accurate data entry and financial record-keeping.

UP
LIT

Governance, Compliance and Risk Management

- Ensure strict adherence to UPLIT's operational and financial policies and procedures;

- Oversee the management of UPLIT's risk management framework in collaboration with accountable officers, ensuring timely reporting of new operational risks;

- Manage UPLIT's insurance requirements and renewals;

- Ensure timely and accurate administration of the Annual General Meeting and any other Special General Meetings as required.

- Manage timely completion of all statutory reports to the Australian Charities and Not-for Profit Commission (ACNC), the Register of Cultural Organisations (ROCO), the Queensland Office of Fair Trading or others as required;

- Ensure accurate details of the Incorporated Association's registration are maintained with all statutory bodies;

- Liaise with and assist independent auditor to ensure consistent preparation of financial statements.

- Liaise with and manage engagements with UPLIT's legal support agency as required.

Human Resources (HR) Administration

- Manage HR administration and induction and support the implementation of HR management policies;

- Maintain accurate and comprehensive records relating to UPLIT employees, contractors, interns and volunteers;

- Manage the internship program, consulting with staff through prescribed methods to ensure resource requirements are met;

- Manage the administration of recruitment;

Customer Service

- Oversee the management of Word Play sales with support from the Marketing Manage and volunteers as required;

- Liaising with the Marketing Manager and Head of Production, coordinate technical, financial and logistical requirements of the Festival Box Office.

- Oversee the operation and management of the Festival Box Office onsite by the Box Office Manager and facilitate Box Office Volunteer training;

- Manage the information desk and customer service functions of the Brisbane Writers Festival.

Operational Management

- Manage all aspects of office and building maintenance with QPAC and relevant agencies;

- Manage UPLIT's relationships with key suppliers (telecommunications, internet, stationery, technology providers, etc.) ensuring prompt and efficient service and value for money.

Other

- Attend meetings, receptions and events as an UPLIT representative (as required).

UP LIT

The Person

UPLIT is offering an efficient, motivated office administrator with excellent attention to detail and customer service experience, the opportunity to support the delivery of UPLIT's literary programs through ensuring a high standard of operational efficiency.

Key characteristics
- Strong work ethic and ability to work under pressure.
- Excellent interpersonal and communication skills, and a meticulous eye for detail.
- Proven ability to manage budgets.
- High-level time management skills and ability to prioritise workload.
- Demonstrated ability managing a responsive and positive office environment.

Selection Criteria

- Demonstrated high-level organisational skills and ability to communicate efficiently.

- Experience managing and working with IT systems including SharePoint, Microsoft suite, accounting software and online reporting interfaces. Back-end ticketing platform experience an advantage.

- Demonstrated ability to work with budgets and interpret financial statements.

- Proven experience managing small teams and facilitating effective training in policy and process.

- Proven ability to work autonomously while maintaining a team awareness and collaborative approach.

- Customer service/sales experience with proven ability to maintain positive customer relations.

- Proven ability to work under pressure and be able to respond flexibly to a fast-changing environment

Desired:

3+ years in an administrative/financial support role.

Application Process

To apply for this role, please email the following to the General Manager, Tanya Reason
tanya.reason@uplit.com.au:

1. A covering letter addressing the selection criteria and your appropriateness for the role
2. A current resume
3. Contact information for 2 referees (name, title and organisation, relationship to the applicant and contact phone number and email address)

The closing date for application is Thursday 15 February 2018, 6pm. We expect to interview candidates during the week beginning 19 February 2018.

All short-listed candidates will be contacted by phone or email. We regret that we are unable to reply to unsuccessful applicants.

Thank you for your interest in working with UPLIT. We look forward to receiving your application.