

Position Description:

VENUE SUPPORT & ACCOUNTS ADMINISTRATOR

Approved: August 2022

Updated and executed: August 2022

The VRCC

The Vines Road Community Centre (VRCC) is situated within the City of Greater Geelong and located in Vines Road Hamlyn Heights. It is an incorporated, not-for-profit association managed by a volunteer Board / Committee of Management that is elected and represents members of the local and surrounding communities. The Centre provides classes, activities, programs and services that aim to meet the social, educational, and recreational and health interests and requirements of all members of the community.

The VRCC is co-located on site with Western Heights College which enables members' access to Geelong Regional Library Corporation (GRLC) and other college resources. The Venue Support and Accounts Administrator is responsible for maintenance and reporting of the Centre's financial records with direction from the Centre Manager and Board / Committee of Management.

The Centre receives funding from the Victorian Department of Families, Fairness and Housing and the other funding is sourced through fee for service courses, partnerships and grant submissions.

KEY AREAS OF RESPONSIBILITY

1. Maintain the Centre's financial records using Xero software.
2. Attend to the timely execution of the Centre payroll and all activities associated with employee remuneration.
3. Ensure that all receipts are accounted for, Banking is attended to regularly, and accounts are paid promptly.
4. Provide hands on support to ensure the smooth running of events, activities and programs held at the Vines Road Community Centre.
5. Respond to enquiries from prospective hirers (internal & external).
6. Assist with the coordination of all venue hirer activity, contributing to maximum utilization and yield
7. Administration and management of daily reception duties
8. Assistance to the VRCC Committee of Management Treasurer and Secretary
9. Filing and key organisation and management.
10. Provide excellent Customer Service with a willingness to help people in need

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| <p>Customer Invoicing and Receipting</p> | <ul style="list-style-type: none"> ▪ Invoice all clients on a timely basis and ensuring copies thereof are filed appropriately. ▪ Record client payments and prepare banking on a regular basis. |
| <p>Supplier Payments and Expenses</p> | <ul style="list-style-type: none"> ▪ Collate supplier invoices into weekly/monthly payment cycles. Streamline where possible. ▪ Ensure all supplier accounts are appropriately authorised for payment and process when approved. ▪ Record supplier payments and Office expenses in Xero, coded in accordance with the Centre's requirements. |
| <p>Debt Collection</p> | <ul style="list-style-type: none"> ▪ Ensure account statements are sent to all clients with any outstanding balance monthly. ▪ Follow up on overdue accounts via phone, email or letter monthly. ▪ Document all debt collection activities that may be readily accessed by the Centre Manager / Committee of Management. |
| <p>Budgets , Financial Statements and Miscellaneous reporting</p> | <ul style="list-style-type: none"> ▪ Assist in the preparation of Annual Budgets and recording same into Xero ▪ Prepare monthly financial statements (Profit & Loss, Balance Sheet) in time for Board meetings ▪ Provide additional reporting as required. ▪ Highlight any variances of say 10% relevant to furthering the aims of the Centre and strengthening its role in the community. ▪ Produce an Annual report of the Centre's financial activity and assist with Auditing requirements |
| <p>Finance</p> | <ul style="list-style-type: none"> ▪ Maintain records for all employees including Employment Declarations, Tax File Numbers, Banking details and Superannuation Fund details. ▪ Process Employee payments and ensure that a payment advice is issued to each employee and the EFT for payment is processed on the due date. ▪ Maintain accurate leave records ▪ Reconcile and remit to the ATO any PAYG taxation deductions quarterly ▪ Reconcile and make monthly superannuation contributions to the clearing house / Fund as appropriate. ▪ Attend to end-of-year payroll activities. |

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| | <ul style="list-style-type: none"> ▪ Ensure that any legislative changes (e.g., Taxation/Employer Superannuation rates are implemented.) ▪ Archive payroll records to be retained for 7 years. |
| Data Management | <ul style="list-style-type: none"> ▪ Ensure our Xero files are always up to date and are accurate ▪ Maintain subscription to Xero so that any software changes are made as problems are rectified and enhancements etc are always loaded to the Centre system. |
| General Reception | <ul style="list-style-type: none"> ▪ Telephone attendance ▪ Cash Handling ▪ Customer Service ▪ Venue Hire enquiries, confirmation and follow up ▪ Other duties as directed |
| General Administration & Operations | <ul style="list-style-type: none"> ▪ Ensure venue is ready for hirers and/or programs ▪ Ensure timely and correct administration procedures ▪ Awareness of and adherence to safe working practices ▪ Awareness of and adherence to VRCC policy and procedures ▪ Monthly reporting for Board ▪ Other duties as directed |

KEY SELECTION CRITERIA

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| Qualifications/ Experience | <ul style="list-style-type: none"> ▪ Self managed, motivated and reliable. ▪ Fully conversant with all aspects of Xero and MS suite of programs. ▪ Formal qualifications in Accounting or Bookkeeping. ▪ Experienced in running a payroll |
| Communication | <ul style="list-style-type: none"> ▪ Well-developed verbal and written communication skills and experience in preparing reports and submissions ▪ Proven ability to network and liaise with a range of stakeholders including other members of the Office staff and Board Members. |

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| | <ul style="list-style-type: none"> ▪ Exemplary customer service skills and a passion for helping people. |
| Other | <p>Current Victorian Driver's Licence First Aid Level 2 Certificate Working with Children Check Successful Police check</p> |

TERMS OF EMPLOYMENT

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| Position | Permanent Part Time |
| Hours | 15 hours guaranteed, 3 days per week, may work additional hours at PPT rate of pay. |
| Days | In accordance with Centre's needs |
| Conditions | Conditions are in accordance with the Neighbourhood House and Learning Centre Workplace Agreement 2010 |
| Remuneration level | As per the Award |
| Work-related travel | As per the Award |

KEY PERFORMANCE INDICATORS

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| Customer Invoicing and Receipting | <ul style="list-style-type: none"> ▪ Invoicing and receipting are accurate and recorded in accordance with best practice and on time. ▪ Banking reconciliation is completed in a timely manner. |
| Supplier Payments and Expenses | <ul style="list-style-type: none"> ▪ Accurately entered into the Xero system and banking reconciliation is completed on time to ensuring that reporting can be done in accordance with VRCC requirements. |
| Debt Collection | <ul style="list-style-type: none"> ▪ Board reports prepared and ready for distribution two days prior to Board Meeting. ▪ Accurate reporting to the Board |

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| | <ul style="list-style-type: none"> ▪ Debt Collection procedures adhered to and any discrepancies reported immediately to the Treasurer |
| Budgets , Financial Statements and Miscellaneous reporting | <ul style="list-style-type: none"> ▪ In conjunction with Centre Manager the annual budget is prepared for Board Approval by May of each year. ▪ Monthly assessment of finances is prepared for Board review. ▪ Timely and accurate preparation of reports for Board and Manager. |
| Process Payroll | <ul style="list-style-type: none"> ▪ All relevant paperwork and legal requirements are adhered to ensure VRCC can be successfully audited and employee's rights are met. ▪ Accurate recording keeping in software and hardcopy is maintained. |
| Data Management | <ul style="list-style-type: none"> ▪ Xero files reviewed at the end of each month and any discrepancies reported to the Centre Manager. ▪ Staff entitlements are recorded accurately. ▪ Ensure compliance with all Xero and associated software in relation to Accounts Administration. |
| General Reception | <ul style="list-style-type: none"> ▪ Telephone attendance ▪ Cash Handling ▪ Customer Service ▪ Venue Hire enquiries, confirmation and follow up ▪ Other duties as directed |
| General Administration & Operations | <ul style="list-style-type: none"> ▪ Ensure venue is ready for hirers and/or programs ▪ Ensure timely and correct administration procedures and exceptional customer service ▪ Awareness of and adherence to safe working practices ▪ Awareness of and adherence to VRCC policy and procedures ▪ Monthly reporting for Board, N-Rolls ▪ Preparation of course materials for students and tutors ▪ Other duties as directed |



REPORTING RELATIONSHIPS

Reports to Centre Manager and VRCC Committee of Management.

TERMS AND CONDITIONS

Part time

15 hrs. per week

Rostered according to Centre activity and needs (additional hours rostered as required)

Name of employee: _____

Signature of employee: _____

Date: _____

Name of Centre Manager: _____

Signature of Centre Manager: _____

Date: _____

Name of CoM President: _____

Signature of CoM: _____

Date: _____