



JOB DESCRIPTION

BUSINESS ADMINISTRATOR

POSITION TITLE: Business Administrator

REPORTS TO: Operations Manager

DIRECT REPORTS: Nil

EMPLOYMENT STATUS: Fixed-term for up 8 months with potential for extension

HOURS PER WEEK: 22.8 to 30.4 hours per week (0.6 to 0.8FTE)

AWARD CLASSIFICATION: Level 3 Social, Community, Home Care and Disability Services Industry Award 2010.

SALARY RANGE: \$48,004 - \$64,005.34 per annum for 0.6 – 0.8 FTE, based on a full-time equivalent salary of \$80,006.68, plus superannuation, salary packaging is available.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply. The Torch values cultural knowledge and lived experience and connection to community.

ABOUT THE TORCH

The Torch is a not for profit Aboriginal-led arts organisation that provides art, cultural and arts industry support to First Peoples incarcerated across Victoria.

The core business of The Torch is to address the over-representation of Aboriginal and Torres Strait Islander people within Victoria's legal system through its Statewide Indigenous Arts in Prisons and Community Program.

Our vision is to support First Peoples to reclaim cultural connections through art and cultural practice. This includes personal and community healing and empowerment, economic elevation, and providing a sense of purpose.

ABOUT THE ROLE

The Business Administrator will support the Operations Manager with tasks relating to financial management, human resources, governance and office administration. This includes preparing payroll and payments for review and approval, supporting payments to artists for sales and licensing opportunities, aged payables, assisting policy updates, ordering supplies, and coordinating basic building management including cleaning services.

The ideal candidate will be organised, reliable and enjoy working as part of a collaborative staffing team. They will have excellent attention to detail and be able to communicate respectfully and confidently with a diverse range of people.



They will bring relevant skills and experience whilst also being open to learning and developing further. They are able to use initiative, exercise sound judgement when appropriate, and manage a range of tasks and priorities with support from their manager.

The successful candidate will bring a respectful and culturally aware approach to their work, with the ability to work effectively with First Peoples and contribute to a culturally safe and welcoming workplace.

KEY RESPONSIBILITIES

Financial Management

The Torch outsource many of our financial tasks including bookkeeping, accounting and payroll to three individual teams at local firm BlueRock. The Business Administrator role will prepare, oversee and review documentation for all three teams, in order for the work to be completed predominantly by the BlueRock employees.

- In collaboration with BlueRock, prepare and review weekly payments to artists for sales, licensing, loans and commissions, for approval by the Operations Manager.
- Liaise with BlueRock, to review the weekly aged payables, check outstanding invoices, coding and payment details, and coordinate payment approvals.
- Liaise with BlueRock's payroll team, to check fortnightly timesheets and review the prepared fortnightly payroll and submit it for approval by the Operations Manager for approval.
- Assist with the preparation of budgets for grant applications and acquittals.
- Assist the Operations Manager and CEO to monitor cashflow and banking.
- Prepare and process quarterly returns to the Portable Long Service Authority.
- Prepare and process quarterly ABS Business Indicators Surveys.
- Depending on experience, assist with the preparation, review, and/or update of The Torch's annual budget.
- Other duties in this work area as directed.

Human Resources



- Assist with reviewing and updating The Torch's human resources policies.
- Support recruitment and onboarding, including coordinating job advertisements, preparing employment contracts using approved templates, and organising induction schedules
- Other duties in this work area as directed.

Office Management

- Monitor supply levels and coordinate the ordering of office supplies.
- Assist with the supervision of cleaning staff.
- Monitor maintenance needs and liaise with the landlord and/or suppliers as appropriate.
- Other duties in this work area as directed.

KEY SELECTION CRITERIA

Essential skills/requirements

- **Relevant Experience:** Demonstrated experience in business administration, with relevant experience in finance, payroll coordination, human resources and organisational operations.
- **CRM Experience:** Experience using Customer Relationship Management (CRM) systems such as Salesforce, or demonstrated ability to learn new systems quickly.
- **Xero Experience:** Experience using Xero or similar accounting software, or demonstrated ability to learn new systems quickly.
- **Computer Proficiency:** Skilled in using Microsoft Office Suite (Word, Excel and Outlook) and managing email correspondence efficiently.
- **Attention to Detail:** High level of attention to detail, ensuring accuracy in all aspects of work.
- **Problem Solving and Initiative:** Demonstrated ability to exercise sound judgement, identify and resolve issues proactively, and work independently while knowing when to seek guidance.
- **Communication Skills:** Strong written and verbal communication skills, with the ability to effectively engage with a diverse range of stakeholders, clients and artists.
- **Organisation and Time Management:** Excellent organisational abilities with a demonstrated track record of setting goals, managing competing priorities, working effectively under pressure, and consistently meeting deadlines.



- **Adaptability:** Ability to work collaboratively within a small team environment, demonstrating flexibility, initiative and a proactive approach to managing changing priorities and operational needs.
- **Cultural Capability:** Demonstrated ability to work respectfully and effectively with First Peoples, with an understanding of cultural safety and a commitment to culturally appropriate engagement

Desirable skills

- **Relevant Qualifications:** A qualification in business administration, finance, human resources or a related discipline.
- **Not-for-Profit Experience:** Experience working in a not-for-profit or small community organisation.
- **Commitment to Community Development:** A demonstrated commitment to achieving positive outcomes for First Peoples and communities.

For further information about the role, or to discuss your application, please contact Kymbal McGrath, Operations Manager on kymbal.mcgrath@thetorch.org.au or on 0499 805 412.