**POSITION DESCRIPTION**

**Position:** Finance & Administration Officer

**Department:** Corporate Services

**Reports to:** Corporate Services Manager (CSM)

**Objectives**

* To play a critical role in supporting the finance and Corporate Services administration functions of the National Wine Centre of Australia (NWC) and its associated outlets.
* To assist the Corporate Services team with administrative tasks critical to the success of the organisation.

**Responsibilities**

* Accurate and timely processing of event sales invoices and bank reconciliations, as well as daily takings from the Wined Bar Café, Stomping Grounds Café and Taikunthi Restaurant.
* Provide administrative support for the Corporate Services department.
* Supply accurate financial information on a timely basis.
* Support the effective operation of business IT systems.
* Provide HR support to the CSM which may include the preparation and distribution of casual employment contracts, processing of employee data and completing reference checks for potential new employees.
* Assist in performing regular reconciliations of balance sheet accounts.
* Assist with payroll processing and accounts payable functions when required.
* Assist the CSM with ad-hoc tasks

**Person Specification/Skills/Qualifications**

Essential Qualifications & Requirements

* A formal qualification in Accounting, Finance, Business Administration, or a related field. Alternatively, extensive experience in a similar role.
* Proven experience with accounting software (preferably MYOB).
* Intermediate to advanced proficiency in Microsoft Excel and other office tools (Word, Outlook).
* Understanding of financial reporting, reconciliation, accounts payable/receivable, and budget tracking.
* Strong attention to detail and accuracy in data entry and financial documentation.
* Experience managing office records, invoices, and customer details.
* Ability to prioritise tasks, meet deadlines, and maintain a high level of organisation.
* Strong written and verbal communication skills.
* A proactive, can-do attitude with a willingness to support all facets of the organisation.
* Discretion and trustworthiness when dealing with confidential information.
* Ability to maintain a high level of accuracy even when working under pressure.
* Ability to work both independently and collaboratively in a small team environment.

Desirable Attributes & Experience

* IT System Knowledge - Demonstrated understanding of business IT systems and the ability to work collaboratively with the offsite IT department to identify, troubleshoot, and resolve system-related issues.
* Industry Experience - Experience working in the hospitality, tourism, or education sectors.
* HR / Workplace Relations Experience - Familiarity with human resources and workplace relations compliance requirements.

**Work Health Safety & Wellbeing**

* All Supervising staff are required to implement and maintain the NWC’s WHS Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards.
* All other staff will assist the NWC to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.
* Where appropriate, staff will initiate and participate in worksite inspections, incident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.
* Staff will also inform the NWC of any unsafe working practices or hazardous working conditions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name (Print) |  |  |  |  |
|  |  |  |  |  |
| Employee Signature |  |  | Date |  |