



## Position description

<b>Position:</b>	Finance and Operations Coordinator
<b>Reports to:</b>	Chief Executive Officer
<b>Working hours:</b>	Full time or part time (0.8FTE)
<b>Location:</b>	Hobart
<b>Salary range:</b>	\$69,000 to \$80,000 (pro-rata if part-time), plus superannuation
<b>Additional benefits:</b>	Salary sacrificing as the Foundation is classified by the ATO as a Health Promotion Charity

### Position overview

The Finance and Operations Coordinator will coordinate the Royal Hobart Hospital Research Foundation's finance, administrative and general operating activities. The position will also support associated areas of the broader fundraising and research activities as required.

### Major duties

- Managing the organisation's finances including developing the budget, providing regular reconciliation and reports, completing monthly financial reports, preparing BAS statements and providing ongoing admin support for an external wealth management portfolio
- Managing staff payroll and leave
- Supporting the external auditors and team with an annual audit
- Ensuring compliance with all relevant legislation and established standards, including submissions to the ATO and ACNC
- Ensuring internal policies and risks are managed effectively
- Providing administrative support to the Board and all Committees, including the preparation of meeting papers and minutes
- Managing the Foundation's database and providing support to other team members as the primary administrator of this asset
- Providing key operational support to the team including managing meetings, renewing insurances, supporting IT systems and applying for fundraising licences.
- The incumbent can expect to be allocated additional duties that are not specifically mentioned in this document, which are within the capacity and experience normally expected from persons occupying positions at this level.

## Job accountabilities

The Finance and Operations Coordinator works under the guidance of the CEO. The occupant is responsible for:

- Providing high quality interpersonal, communication and organisational skills
- Complying with the Foundation's policies and all relevant legislation
- Maintaining confidentiality and respecting privacy
- Actively upholding and modelling the Foundation's values
- Participating in and contributing to safe working practices

## Relationships

Who	Role
CEO	Reports to and works closely with the CEO
Foundation team members	Works closely with all team members
Board and its Committees	Provides administration and operational support as required
Supporters	Regularly liaises with the Foundation's donors

## Supervision and job guidance

- Objectives and priorities are established regularly in consultation with the CEO
- A broad degree of autonomy is expected to carry out the work, with strong forward-thinking skills and strong attention to detail
- A high level of integrity is required in dealing with sensitive information while also upholding relevant privacy legislation and general good practice principles

## Selection criteria

- Demonstrated high-level finance, operations and administration skills particularly in a non-profit environment; with the ability to follow procedures, manage own performance and meet strict deadlines
- Strong experience and skills in finance and payroll processes
- Well-developed written, verbal and interpersonal communication skills, with the ability to work with a wide range of stakeholders and successfully collaborate with a small team
- Highly proficient computer skills, especially Microsoft Office and MYOB
- Proven ability in coordinating and administering databases, with the ability to accurately pull data, extract reports and implement new processes to leverage the effectiveness
- An understanding of wealth management processes, including share portfolio activity

## Position requirements

### Essential

- Previous administration, operations and general finance work experience

**Desirable**

- A degree in finance, operations, or business administration
- Experience in payroll and accounting software, especially MYOB
- Experience using fundraising databases, particularly IMiS
- A current full car driver licence

**Working at the Royal Hobart Hospital Research Foundation**

The Royal Hobart Hospital Research Foundation is an independent entity that raises funds to for local medical research. Since it began in 1997, the Foundation has awarded nearly \$10 million in funding to allow researchers to investigate the many conditions, diseases and issues that impact the health and wellbeing of our Tasmanian community. The Foundation's grant program supports clinicians and researchers across disciplines, focus areas and at various career development stages. Thanks to community and corporate support we can build research capacity locally, foster innovation and improve clinical outcomes in Tasmania.

We are committed to high standards of workplace health and safety. Most of the work will be conducted in the office during normal business hours; however, this role does require some out of hour's activity to be occasionally conducted outside of the office. A Working with Vulnerable People check may also be required.