

## MUSICSA JOB AND PERSON SPECIFICATION

<b>Title of Position:</b>	Administration Manager
<b>Reports to:</b>	CEO
<b>Key Relationships:</b>	MusicSA Staff, Board of Directors, Government, funding bodies, industry stakeholders and partners, artists, venues
<b>Contract Term:</b>	Initial eighteen (18) month contract Six (6) month probationary period applies
<b>FTE:</b>	FTE1.0

### MUSIC SA

South Australia is a vibrant, world class cultural community and home to Australia's only UNESCO City of Music. The proud legacy of the state's iconic musical heritage underpins the success of today's local and unique contemporary music industry, which is noted and envied for its innovation, liveability and creative drive.

MusicSA is the peak body and advocate for the South Australian contemporary music industry. A not-for-profit organisation, MusicSA is committed to promoting, supporting and developing the local industry by focussing on nurturing careers, creating pathways, developing strategic projects, delivering industry and professional development opportunities and connecting artists, audiences, venues and businesses.

### POSITION SUMMARY

As the peak advocacy body for the South Australian contemporary music industry and a very busy small-to-medium NFP organisation, it is vital that MusicSA is administered in a financially-responsible, effective, efficient and compliant manner and the small dynamic team is well supported.

The Administration Manager is responsible for the operations of all day-to-day administrative and organisational services to support the smooth delivery of advocacy, industry development, programs and company activities. The Administration Manager is responsible for the internal management of a busy peak body, managing daily operations and continually improving processes and procedures. The role oversees governance and board support, finance management, risk management, HR, office administration, policies and procedures and IT, and provides some executive support to the CEO as required.

## KEY RESPONSIBILITIES

### **Governance and Board Support**

- Ensure that MusicSA meets its regulatory obligations and is compliant under the Corporations Act and ASIC
- Ensure that MusicSA's DGR status is compliant and reporting requirements are met
- Keep and maintain board records including registers of Agendas and Minutes, Board Member inductions and resignations, Director details and any other required Board Director information
- Support the notification, preparation and circulation of Board and Subcommittee Meetings, Papers and Materials
- Collate the Annual Report and prepare materials for Financial Audits
- Develop and monitor grant and funding reports, acquittals and the maintenance of a grants register
- Maintain an accurate and up-to-date register of Policies and Procedures

### **Finance**

- Provide comprehensive book-keeping services for all MusicSA finances, including creditors and debtors, BAS statements, managing cashflow and cashflow reporting
- Complete staff payroll including reporting TOIL balances, processing timesheets, leave balances, PAYG and Superannuation and any other entitlements or payroll requirements
- Ensure company compliance and regulation with ASIC, ACNC, Work Cover, ATO, Superannuation and other regulatory bodies
- Implement, monitor and report on the Board-approved Annual Operating Budget and approved program and project budgets as required by the CEO and Board, ensuring budgets are kept up-to-date at all times
- Reconcile monthly finances and prepare monthly finance reports in a timely manner
- Ensure staff comply with financial and budget policies, procedures and systems for project budget management, payments, invoicing, payroll and reimbursements
- Prepare Financial Statements for the Annual Report and schedule and liaise with the external auditor and Board Treasurer as directed by the Board and CEO

### **HR & Risk Management**

- Provide positive role modelling and contribute to a positive, respectful and engaged workplace culture
- Manage staff recruitment including advertising roles, managing applications, supporting interview processes and on-boarding new staff
- Manage employee contracts, on-boarding and exiting procedures and processes
- Maintain up-to-date employee personnel files
- Ensure HR policies, procedures and general MusicSA HR information is current and up-to-date
- Ensure staff are completing timesheets and managing TOIL hours
- Mentor and support interns, volunteers and work experience students
- Maintain a safe workplace and environment, comply with all WHS policies and procedures and promptly report any WHS issues or concerns
- Maintain up-to-date policies, procedures and company strategic risk register

### **Office and Company Administration**

- Develop and maintain office and administration systems and processes to support efficient day-to-day operations, including office leasing, phone and IT systems, records management, stationery, consumables, staff amenities, printers and copiers, schedules, rosters, key and security registers
- Contract and manage administrative providers and services, including cleaning, waste and recycling, testing and tagging
- Ensure company compliance with office lease terms and maintain proactive relationships with the landlord and property manager
- Ensure staff follow and implement good administration procedures and systems
- Ensure staff maintain clean, tidy and office and work environments
- Manage and maintain annual, project and company insurances
- Provide coordination support to MusicSA Training, including student enrolments and enrolment payments, RTO partnerships, resources and facilities, school and career expos and student databases

### **IT and Asset Management**

- Develop and manage a contemporary IT strategy, processes and procedures
- Develop and implement prudent cyber and security processes, procedures and policies to ensure the privacy and security of MusicSA data and information, review and update procedures regularly
- Manage software subscriptions and licenses
- Manage website hosting services, company email accounts and server record management
- Manage IT hardware acquisition and storage, including an IT asset register and succession and replacement schedules
- Maintain an up-to-date and accurate register of all MusicSA assets and capital items, including depreciation schedules and the approved disposal of redundant assets

## **REQUIRED SKILLS AND EXPERIENCE**

- Qualifications in business, accounting, bookkeeping or commerce, or equivalent professional experience in the work force
- Interest in and passion for the South Australian contemporary music industry
- Strong financial management skills and experience, including payroll, budgeting, cashflow, revenue and expense control, management of invoicing and debtor control
- Experience supporting a CEO, board function and corporate governance and compliance
- Senior HR experience including HR functions and processes, recruitment, WHS and the management of policies and procedures
- High level business management experience in risk management, company administration, office administration and IT
- Experience managing funding agreements, acquitting organisational and project grants, supporting funding applications and grant budgets

- Ability to work in a highly collaborative and respectful manner in a small team environment
- Outstanding organisational, time management and problem-solving abilities, with the capacity to multi-task and achieve outcomes under pressure and meet deadlines
- Demonstrated ability to discuss and resolve differences and issues in a consultative, respectful and culturally sensitive manner
- Ability to prioritise and work efficiently in a fast-paced environment
- Experience in collaborative partner, stakeholder and industry relationship management
- Exceptional verbal and written communication and interpersonal skills that fosters cooperation and trust and builds networks and productive relationships
- Exceptional customer and client service and external-facing interpersonal skills

## SPECIAL CONDITIONS

- Out of hours work is required at times
- MusicSA has a flexi-time and TOIL arrangement and overtime is not applicable
- A current Working With Children certificate is required