

POSITION DESCRIPTION

Job Title:	Administrative Assistant
Job Type:	Maximum-term, full-time contract
Location:	Darwin, Northern Territory
Department:	Operations
Reports to:	Finance & HR Manager
Remuneration:	Commensurate with experience
Engagement:	29 April 2019 to 27 September 2019
Date Prepared:	February 2019

SUMMARY

Darwin Festival is northern Australia's leading 18-day international multi-arts festival.

Attracting attendances of more than 105,000 and delivering 230 performances across 30 venues annually, the 2018 Darwin Festival featured 703 local, national and international artists, and was delivered by 100 staff supported by 120 Festival volunteers.

With ticket sales and the number of participating artists more than doubling across the past two seasons, Darwin Festival is fast establishing itself as Australia's leading tropical winter arts festival.

ROLE DESCRIPTION

The Administrative Assistant will contribute to the effective administration of Darwin Festival, providing financial and administrative support under the direction and guidance of the Finance & HR Manager, Festival Administrator and CEO.

The Administrative Assistant will assist in the day-to-day accounting procedures, data entry and the accurate recording of all financial transactions using the company's financial software.

The role will undertake day-to-day main reception duties and undertake administration duties as required.

The Administrative Assistant reports to the Finance & HR Manager and holds key relationships with internal stakeholders including the department managers and core staff, and maintains positive relationships with key external stakeholders including, but not limited to, financial institutions, auditors, funders, grantors, sponsors, government agencies, suppliers and the general public.

This role is ultimately responsible to the CEO.

KEY RESPONSIBILITIES

1. Finance

- Support the Finance & HR Manager as directed including data entry, banking and other activities subject to operational requirements
- Duties include but are not limited to:
 - Purchase Order entry
 - Matching Purchase Orders to Supplier Invoices
 - Preparation of Batch Payments
 - Reconciliation of Credit Cards and Debit Cards
 - Maintain MYOB Supplier Card Files
 - Employee Detail and Emergency contact maintenance
- Other duties as directed by the Finance & HR Manager, Festival Administrator or CEO

2. Reception and Administration

- Undertake day-to-day main reception duties, answer general inquiries and otherwise direct inquiries to relevant departments in a timely fashion
- Oversee office and kitchen facilities and supplies during peak staffing period
- Assist in mail collection and distribution
- Maintain mailing lists and registers
- Run errands as required

3. General Duties

- Attend Festival meetings and functions as required
- Build strong internal networks and relationships and contribute to the culture of the organisation
- Any other duties as reasonably requested by the CEO, Finance & HR Manager and the Festival Administrator

KEY COMPETENCIES

Accountabilities

- Demonstrate confidentiality and discretion regarding executive and financial matters
- Deal with internal and external stakeholders professionally at all times to uphold, enhance and further the professional profile of Darwin Festival
- Demonstrate excellent verbal and written communication skills, and display leadership as a team player with a positive, collaborative and inclusive attitude
- Demonstrate organisational skills and capacity to multitask and meet deadlines
- Demonstrate initiative in maintaining an efficient, safe and clean Darwin Festival office environment
- Demonstrate active adherence to the Darwin Festival Finance Policy & Procedures as well as other organisational policies and procedures
- Demonstrate adherence to Darwin Festival's WHS policy and procedures

ESSENTIAL SELECTION CRITERIA

- At least two years' bookkeeping, financial accounts and administration experience
- Excellent computer skills with proficiency in MYOB and Excel
- Excellent customer service manner and attitude
- Proven ability to effectively undertake office duties and provide administrative team support in a fast-paced office environment
- Strong initiative, attention to detail and the ability to troubleshoot and prioritise workload under pressure
- Excellent interpersonal and communication skills and the ability to build a rapport with a range of stakeholders
- A team player with a positive, collaborative, respectful and inclusive attitude
- Current drivers licence

APPLICATION PROCESS

Interested applicants should submit a CV and a cover letter addressing the section criteria and qualifications, experience and skills to contact@darwinfestival.org.au

For inquiries, please contact Miriam Scapin, Festival Administrator, on (08) 8943 4200.

Applications close on Monday 1 April 2019 at 5.30pm (ACST).