

OUR VALUES

Inclusion
Respect
Effort
Community
Enjoyment

Surfcoast Basketball Association Position Description

POSITION: Finance, Governance & Merchandise Administrator

Reports to: Surfcoast Basketball Association (SBA) Board

Direct Reports: Nil

Hours of Employment: 6+ hours per week

Type of Employment: Casual

Probationary Period: 2-months

Wage: \$30 per hour

Applications Close: Monday 26th July 2021

DESCRIPTION

The Surfcoast Basketball Association (SBA) is seeking to appoint a highly motivated individual to the position of **Finance (Grants, Salary & Sponsorships) & Merchandise Administrator**

POSITION OBJECTIVES

The role of the **Finance, Governance & Merchandise Administrator** is to:

- Administer Financial, Inventory and the Representative Teams across the Association including but not limited to administering grants, uniforms, wages, and other financial and inventory matters.
- Foster a highly accurate, organised, and robust financial and equipment management system across the Association.
- Provide support, advice and assistance to SBA staff, volunteers and members as required.
- Build effective relationships with both internal and external stakeholders.
- Establish networks and make the most of both internal and external networking opportunities.

ORGANISATIONAL RELATIONSHIPS

Reports to: Surfcoast Basketball Association (SBA) Board

Internal Relationships: SBA Board (Treasurer), Other Administrators, Supervisors and Referees

External Relationships: Sponsors, Suppliers, Government agencies

Mandatory Qualifications & Experience - Key Selection Criteria

- Demonstrated interest in finance, bookkeeping, and record management.
- Strict adherence to and understanding of governance, policies, and procedures.
- Strong financial and analytical skills, including precise grammar, punctuation, and spelling.
- Strong interpersonal skills and an ability to communicate with players, supervisors, other administrators, parents, team managers, and sponsors in a friendly, professional, and respectful manner always.
- Current Working with Children Check (WWCC).

Desirable Qualifications & Experience

- Demonstrated experience working in accounting practices, procedures, and software, e.g., Xero.
- Computing skills including the ability to effectively utilise sports application and desktop management software including, but not limited to PlayHQ and TeamPay.

Key responsibilities

Finance – Salary & Wage Administrator

- Collate weekly working hours for all staff and provide Treasurer a weekly summary report so payments can be made.
- Address any wage and refund inquiries in conjunction with the Treasurer.
- Address any player and/or team issues via player and team management software, PlayHQ.
- Chase any outstanding team and player payments from all competitions.

Finance – Grants & Sponsorship Administrator

- Oversee grants process for the SBA including, but not limited to, advising the SBA Board, and compiling an application.
- Oversee sponsorship opportunities in conjunction with the SBA Board.
- Provide agreements and other relevant materials to prospect and existing sponsors.

Governance & Policies Administrator

- Oversee the administration of SBA and Basketball Victoria policies.
- Update SBA documents and policies as required.
- Update SBA website with current policies and procedures.

Equipment & Merchandise Manager

- Oversee the administration of merchandise and equipment inventory for all competitions, including but not limited to, uniforms, basketballs and first aid supplies.
- Keep strict inventory control including payment and return of bonds to uniform holders.
- Oversee the administration of gift box preparation for visiting representative teams.

Representative Teams Administration

- Oversee the administration of SBA representative handbook and coach/team manager allowances.
- Advise representative players and officials of team selection and handbook procedures.
- Coordinate group accommodation bookings for representative teams travelling to away games.
- Handle any player clearance administration pending approval by the SBA Board.
- Oversee the administration of SBA representative game night paperwork.

Accountability & Extent of Authority

- The position is accountable for administering financial and governance matters on behalf of the Association and as such must work closely with the SBA Treasurer and the Board as required.

Judgement & Decision Making

- The position is required to make judgments on administering grants, uniforms, wages, and other financial and inventory matters. As such, you must understand and apply regulations, policies, guidelines, and local laws relating to the operation of the Association's finances and inventory.

Specialist Skills and Knowledge

- Strong attention to detail and excellent communication, organisation and record keeping skills.

Management Skills

- Demonstrated experience working in and managing finance and inventory controls.

Interpersonal Skills

- Ability to liaise with both internal and external clients especially regarding financial affairs.

Equal Opportunity Statement

Surfcoast Basketball Association is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs, or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.

Child Safe Standards

Surfcoast Basketball Association is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential. Surfcoast Basketball Association's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. The Surfcoast Basketball Association will ensure that the Child Safe Standards are understood and embedded across the Association's services and programs. All positions within the Surfcoast Basketball Association are required to have a current Working with Children Check (WWCC).

Risk Management and Work Health and Safety

All staff will identify and report any hazards, damage, loss, or exposures observed during their work; mitigate and manage identified risks; and minimise damage or loss of property within the incumbent's control. In addition, all staff will ensure compliance with the Work Health and Safety Act and regulations to ensure the health and safety of self and others in the workplace. Comply with Basketball Victoria policies, procedures and ensure safe working practices are adhered to. Consult with staff on WH&S matters and monitor WH&S performance within area of responsibility.

Notes

SBA may alter the position, Position Description, and responsibilities in accordance with the needs of the business. Any such change will be discussed prior to implementation.

All applicants must be legally entitled to work in Australia.