

INVESTING IN SCREEN TALENT, IDEAS AND PRODUCTIONS IN VICTORIA

POSITION DESCRIPTION

Role title	Admin/Finance Support Officer
Classification	VPS3.1
Business unit	Finance and Business Services
Role number	F033
Employment type	Full time ongoing position
Salary range	\$60,551 - \$67,037p.a. plus statutory superannuation
Position reports to	Finance Manager
Number of direct reports	None

THE ORGANISATION

Who we are

- / Film Victoria is the State Government agency that provides strategic leadership and assistance to the film, television and digital media sectors of Victoria. We invest in projects and people, and promote Victoria as a world-class production destination nationally and internationally
- / We work closely with industry and government to position Victoria as a leader in the Australian knowledge and ideas economy through the growth and development of the screen industry.

Our vision

- / A Victorian Screen Industry that is creatively and financially successful, producing high quality, diverse and engaging content for Australian and international audiences.

Our values

- / Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights.

THE POSITION

This position sits within the Finance and Business Services (FABS) unit which is responsible for effective, efficient and responsive internal operations, audit and risk compliance, and reporting to the Board and Government. Team members work closely with their colleagues in Screen Industry Programs and Screen Industry Services to support funding programs and service delivery, and act as the conduit for information to and from Government on governance and reporting.

The Admin/Finance Support Officer is a diverse role and its prime focus is to provide proactive and responsive support and assistance across a range of activities including office management, finance, and general administration.

MAIN ACCOUNTABILITIES

Office Management

- / Manage Film Victoria's self-service reception
- / Answer queries received by phone and email (Contact Inbox) for all of Film Victoria, provide timely advice and undertake follow-up action as required, including correctly redirecting incoming emails and phone calls
- / Undertake a range of 'whole of office' management functions including ordering stationery and supplies, managing incoming/outgoing mail, and managing the physical location/relocation of staff (as required)
- / Liaise with building management and/or external contractors to organise repairs and maintenance requests
- / Provide assistance to the HR Manager on Occupational Health and Safety matters as required.

Finance Support

- / Create and manage vendors in Microsoft Dynamics NAV
- / Prepare Film Victoria's weekly cash requirements spreadsheet and investment requests in accordance with the Cash Management policy
- / Prepare monthly balance sheet reconciliations
- / Assist the Finance Manager with the preparation of monthly management reports and the Annual Financial Statements as required
- / When required, provide back-up support to the Payroll/Finance Officer, including accounts payable/receivable and processing payroll.

Admin Support

- / Take and prepare accurate and concise minutes for the Audit and Risk Committee, Film Victoria Consultative Committee, Occupation Health and Safety Committee (and others as required), ensuring key points are appropriately distilled
- / Provide general administrative support to the Head of Finance and Business Services.
- / Review and monitor the efficiency and effectiveness of administration work practices and procedures and participate in programs aimed at improving service delivery
- / As an advanced TRIM user, assist in providing one-to-one training, advice and support to Finance and Business Services staff on records management in consultation with IMT
- / Attend Film Victoria events as required to provide hosting / program support / front of house duties.

CEO's Office Support

- / Process expense claims and reconcile credit card statements
- / Assist the Executive Assistant (EA) with a range of administrative activities
- / When required, provide back-up support to the EA.

Other

- / Undertake other duties as directed within skill-set and consistent with grade descriptors for this role
- / Support organisational direction and undertake duties according to policy, procedure and corporate governance requirements.

KEY SELECTION CRITERIA

Experience, skills and knowledge

- / **Administrative Skills:** Demonstrated experience in undertaking administrative and general office activities, either independently or as part of a team, and identifying opportunities to improve administrative processes and systems.
- / **Finance:** Demonstrated experience using financial systems (e.g. Microsoft Dynamics NAV), including accurate data entry, extracting reports and preparing reconciliations on a regular basis; strong attention to detail is required across all facets of this position.
- / **Planning and Organising:** Demonstrated ability to develop and implement systems and procedures to ensure that work is completed to the required standards and within timelines, including the ability to prioritise tasks, track progress, plan ahead and establish an appropriate course of action, and anticipate and adjust for potential problems.
- / **Communication Skills (Verbal and Written):** Demonstrated ability to clearly and confidently convey or present ideas and information to engage people; and prepare letters, emails, documents and reports using appropriate style and accurate, concise and grammatically correct language.
- / **Interpersonal Skills:** Demonstrated ability to establish and maintain effective relationships with a wide range of people, both internally and externally to Film Victoria. This includes seeing things from another point of view, expressing views in a constructive and diplomatic manner, and being aware of own and others' behaviours / work style preferences.
- / **Flexibility:** Ability to adapt to changing priorities/circumstances and is open to new ideas and way of doing things.
- / **Initiative:** Proven ability to undertake work activities independently or as part of a team; a self-starter with a proven track record of proactively identifying opportunities/solutions and accepting responsibility for own actions.

Desirable expertise

- / **Accounts Receivable / Accounts Payable:** Demonstrated knowledge and practical experience in processing receipts and payments using Microsoft Dynamics NAV
- / **Payroll Experience:** Demonstrated knowledge and practical experience in processing payroll using Sage Micropay and ConnX systems.

OTHER RELEVANT INFORMATION

- / The position is located in the Melbourne CBD
- / Terms and Conditions are as prescribed in the Film Victoria Collective Agreement 2012
- / The Victorian Public Sector Code of Conduct applies to all staff
- / Film Victoria is an equal opportunity employer and actively encourages diversity in the workforce
- / Able to work extended hours when required
- / All staff are expected to be proficient in the use of Microsoft applications (e.g. Word and Excel), internet browsers, email (e.g. Outlook), and records management systems (e.g. TRIM).