

POSITION DESCRIPTION

Title: Finance and Business Support Administrator

Classification: HEW4

Status: Permanent Full time

Reports to: Head of Finance & IT

Direct reports: NA

Issue date: Oct 2026

JOB PURPOSE

This role supports the Finance and IT functions by assisting with accounts payable tasks, administrative support, and contributing to IT projects. The role offers hands-on experience across core financial processes and IT operations, providing opportunities to build skills in a dynamic and collaborative environment.

RESPONSIBILITIES:

Finance:

- Process and reconcile supplier invoices for the weekly accounts payable transaction run in accordance with delegated authority.
- Reconcile month-end accounts payable and credit card transactions.
- Contribute to reviewing procedures by identifying possible efficiency improvements.
- Help track project expenses and support budget monitoring.
- Assist with tracking outstanding accounts and actively follow up with suppliers and overdue debtors.
- Review the coding of invoices and process approved coding adjustments to support accurate project reporting and budget monitoring.
- Support the administration of contractor superannuation assessments, payments and compliance.
- Assist with the development, testing, documentation and implementation of forms and workflow improvements for invoicing in Office365 to support efficient invoicing and finance administration.

IT:

- Source equipment/software quotes, coordinating with suppliers to ensure competitive pricing and timely delivery.
- Help maintain software licensing registers and equipment tracking.
- Support documentation of IT processes and procedures for consistency and accuracy.
- Provide administrative support to IT projects, monitor project progress and track deliverables.

Other:

- Assist with training sessions for existing and new staff on the Finance and IT systems and procedures.
- Assist with external audit as needed.
- Provide leave coverage for other Finance team members when required.
- Other ad hoc tasks and duties as directed by the Head of Finance & IT.

QUALIFICATIONS / EXPERIENCE

- A relevant qualification in accounting, finance, business administration, information technology or a related discipline, and/or equivalent relevant experience.
- Experience in providing accounting, finance, or business admin support.
- Strong willingness to learn with an interest in finance and ICT.
- Detail-orientated with strong organisational and time-management skills.
- Demonstrated problem-solving skills and a collaborative mindset.
- Clear communicator who enjoys engaging with various stakeholders.

KEY RELATIONSHIPS	
INTERNAL	
COO & Company Secretary	Support Finance and IT initiatives and provide information as required.
Head of Finance and IT	Provide effective administrative, financial and project support. Escalate issues as required and assist with the delivery of Finance and IT objectives.
Direct Reports	NA
Heads of Departments	Develop effective working relationships to facilitate financial processes, procurement, project tracking and organisational compliance.
Colleagues	Provide guidance and training on financial systems and procedures.
EXTERNAL	
Stakeholders	Develop and maintain effective working relationships.

ACKNOWLEDGEMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____