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| Position Title | Unit Coordinator NSW Regional | Position No | s 50023660 |
| Team | Regional & Local | Band | 5 |
| Department | Administration and Support | Classification | Admin/Professional |
| ALocation | Wollongong | Schedule | A |
| Reporting to | Lead Unit Manager (LUM) Regional and Rural Networks | Roster Group | Non Rostered |
|  |  | Endorsement | (to be completed by HR) |
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| Purpose | | | |
| Provide high level administrative support to Regional & Local in the achievement of its objectives, with a particular focus on its Regional and Rural teams. | | | |
| Key Accountabilities | | | |
| * Coordinate the roster plan and timesheet process * Assist in the preparation of reports and briefings * Provision of ad hoc training to colleagues in business automation systems; and * Assist with bookings and costings for content intiatives and outside broadcasts, as required. * Coordinate workflows for incoming correspondence, and respond accordingly. * Manage appointments, meetings, travel and accommodation including preparation of travel proposals and costings as required. * Under direction of the LUM, undertake finance administration activities, including:   + payment of invoices, other payments, and reimbursements;   + monitor budget performance and variances;   + review line items and pay summaries;   + prepare monthly journals and accruals; and   + complete monthly forecasting for cost centres. * Coordinate induction and HR administration processes in collaboration with Regional & Local colleagues. * Be the first point of contact for listener enquiries and respond as appropriate. * Actively promote the ABC values and apply all relevant workplace policies and guidelines. * All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers. | | | |
| Key Capabilities/Qualifications/Experience | | | |
| 1. Appropriate qualifications and/or signifcant experience in finance or business administration. 2. Demonstrated experience in the provision of administrative support in a large organisation. 3. Proven experience in the interpretation and application of policies and guidelines. 4. Accomplished computer skills and ability to use a range of software applications including SAP HR, SAP Finance and Office365 suite of programs. 5. Experience in collaborating with a diverse group of stakeholders across all levels of the organisation. 6. An understanding of and commitment to the ABC's [aims, values and workplace policies.](http://about.abc.net.au/) | | | |