

**Job Description:** Business & Property Manager

**Position Type:** 4 days per week (.08)

**Reports To:** CEO

**Responsible for line management of:**

Membership & Development Officer, casual administration staff, caretakers and volunteers

### **KEY RESPONSIBILITIES**

Working closely with the CEO and Program Manager, the Business & Property Manager is responsible for Writing NSW's financial, administrative and property management.

#### **Financial**

- Working with the CEO to develop and implement financial strategies, including diversification of revenue
- Preparing annual budgets in consultation with the CEO
- Preparing finance, statistics and analytical reports to the CEO and Board of Directors
- Overseeing the annual audit in collaboration with the CEO and appointed auditor
- Maintaining effective and efficient accounting systems in accordance with accepted accounting principles
- Managing taxation requirements, including quarterly BAS returns and other ATO documentation as required
- Managing insurance needs
- Managing payroll including leave, superannuation and other payroll-related requirements
- Overseeing the smooth and timely receipt, processing, banking and reconciliation of all money including EFTPOS, on-line payment systems and petty cash
- Overseeing the preparation and sending of invoices
- Providing assistance in the development of funding applications and sponsorship agreements and processing acquittals as required by funding bodies.

#### **Administration**

- Working with the CEO to develop and implement appropriate policies, procedures, records management systems and IT support systems
- Overseeing the effective running and ongoing development of the organisation's website, CRM and databases
- Managing IT systems support, including supervision of contractors
- Supervising office administration staff
- Managing human resources records and systems in accordance with the organisation's employment policies
- Managing the organisation's membership program
- Overseeing purchasing and maintenance of office equipment and other supplies
- Managing filing, storage and archiving of administrative records including regular system backups and maintenance of server
- Developing and overseeing risk management plans, including for OH&S



- Providing administrative support to the Board as required.

### **Property Management**

- Ensuring the building is well maintained and provides a safe and welcoming environment for users
- Managing relationships with the tenants of Garry Owen House
- Marketing the venue to casual hirers
- Managing venue hire to casual hirers including booking system and hire agreements
- Coordinating general cleaning and maintenance and supervising caretakers and contractors
- Liaising with the managing agents and Create NSW in relation to property matters
- Liaising with Inner West Council and other external organisations as required