



POSITION DESCRIPTION

Teachers of STEM Initiative (ToSI) Team Coordinator And Lead Administrator at Stronger Smarter Institute Pty Ltd

What we do

We provide school and community leaders with the training, professional and conceptual tools and support to effect transformative change in indigenous educational outcomes. We work in collaboration with our delivery partners and clients to improve the educational outcomes for Australia's Aboriginal and Torres Strait Islander young people.

The Stronger Smarter Institute is a bold venture. In our hearts, we are an optimistic organisation that believes in our core purpose. All employees are expected to uphold the values, vision and approach of the Institute. We expect you to be personally enthusiastic and committed to producing high quality work and being Stronger Smarter.

Our Vision

To support success for all Indigenous Australian children via the advancement of education for Indigenous Australians.

Our Values

The Stronger Smarter institute's organisational values are Respect, Integrity, Courage and Honesty (RICH).

- Respect - demonstrate ethical behaviour our in all aspects of our work that is respectful of each person and the contributions that each person brings to our work. Respect also translates to a respect for the responsibilities, roles and cultures of Australia's Indigenous peoples.
- Integrity - at all times, to conduct ourselves and undertake our work in a manner that is consistent with our Indigenous cultural and organisational values.
- Courage - at times our work will require a degree of courage to speak the truth to power and to hold ourselves to be accountable. The change that we seek will not come without having the courage to be reflective on our own and other contributions and responsibilities.
- Honesty - being honest with ourselves and with each of your colleagues in a respectful way consistent with integrity and courage is needed if we are to improve, innovate and achieve transformative change.



Qualifications and experience

- Education, training and/or relevant experience equivalent to a Bachelor of Business Commencement of CPA or equivalent
- Minimum of three (3) years relevant experience in a finance or administration team
- Sound understanding of accounting principles
- Demonstrated knowledge of cloud based financial accounting systems
- Demonstrated knowledge of payroll processing and time and attendance systems
- Knowledge of Australian financial reporting regime related to registered Not-for-Profits Working knowledge of project and program accounting in a Not-for-Profit context
- Advanced knowledge of Microsoft Office suite including working knowledge of sharepoint for file management
- Highly desirable for the appointee to be a graduate of the Stronger Smarter Leadership Program©.

Skills

- Interest in the Stronger Smarter approach and commitment to the Stronger Smarter vision and values
- Strong attention to detail
- Demonstrated initiative and ability to work independently and within a team in the completion of priorities which may have competing deadlines
- The ability to solve problems, multitask and offer creative solutions to issues
- A positive and proactive attitude
- Good verbal and written communication skills
- Have the ability to organise your own workload and meet deadlines.

Relationships

Reports to:	Finance Manager and Chief of Delivery
Key Internal Relationships:	Chief Executive Officer All Institute Personnel
Key External Relationships:	Clients' accounts payable representatives or offices Suppliers of the Institute Salary packaging provider



Teacher of STEM Initiative (ToSI) Team Coordinator

Purpose of Role

Fulfil the duties of this role in accordance with the Stronger Smarter Institute's Code of Conduct and Values. The ToSI Coordinator is part of the ToSI team and contributes to the success of the Initiative, attends and contributes to meetings and the overall Initiative objectives and activities.

As part of the ToSI team you will contribute innovative ideas and strategies to the overall success of the Initiative.

Duties & Responsibilities

- Provide regular and timely reporting to the line manager
- Ensure accuracy of all data and information collected
- Ensure all documents are current and comply with the agreed outputs in the Revised Detailed Project Plan (RDPP)
- Support an effective and accountable Steering Committee function
- Support the ToSI Project Officers in scholarship set up and administration
- Ongoing quality control over all components of the project plan design and development for the life of the project
- Hold Intellectual meetings with key Research and Impact staff to receive feedback on all components of the Project Plan.
- Work with the line manager to develop the Project Plan further
- Support the Project Marketing strategies and plan
- Build partnerships and engagement to meet the Project Marketing Plan
- Support the key components of the project plan
- Contribute to organizing Professional Development and Mentoring and Support Pathways
- Use Evaluation and monitoring tools.

Support the success of Mentorship and Support Pathways (MSP) and professional development activities

- Monitor of all components of the MSP including:
- Professional development programs
- Scholarships and individualised support
- Coordinate the delivery of the Jarlarla program

Marketing, Partnerships and Engagement and Administration and Reporting

- Support the Project Marketing strategies
- Use platforms to manage participants in the project
- Support the retention of scholarship holders and keep track of withdrawal and replacement of participant.



Lead Office Administrator

Purpose of Role

The Lead Office Administrator is a key support to the Finance Manager and to the finance function of the Institute. This includes key activities such as financial analysis and reporting, accounts receivable and accounts payable, and payroll processing as well as other administrative duties as required.

Duties & Responsibilities

- Fulfil the duties of this role in accordance with the Stronger Smarter Institute's Code of Conduct and Values. In performing day-to-day duties, the Lead Office Administrator will:
- Maintain and use transparent and trackable systems.
- Assist the Finance Manager with reporting when required during busy periods.
- Preparing and tracking customer billings, including performing project-specific analysis and reporting for Project Managers as required.
- Preparation and processing of weekly accounts payable as and when required utilising systems including DEXT and Xero.
- Assist with invoicing as and when required utilising Salesforce.
- Liaise with organisations and participants in relation to invoicing.
- Assist with on-boarding and off-boarding of staff.
- Coordinate and organise travel for staff as required.
- Any other duties consistent with the administration and finance function of the Institute where required and/or reasonably requested.