



# NQ Touch Administrator

## The Position

Reporting to the NQTA Operations Manager, President and/or appointed representatives, the Administrator will collaborate and process information through everyday administrative needs, supporting the delivery of touch football across North Queensland.

The Administrator will support member services for Affiliates and stakeholders, leading to the development, expansion, and growth of touch football in North Queensland.

The Administrator will be responsible for effectively managing administrative, financial and management accounting services including records, information systems and administration.

The role is part time, 24 hours a week.

## Key Objectives

1. Plan, and undertake complex or multi-faceted projects for a variety of stakeholders
2. Ability to communicate with and establish relationships between community Organisations, relevant associations and government bodies
3. Appropriate level of interpersonal, written, and oral communication skills
4. Be proficient in a range of computer applications relevant to the position
5. Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
6. Co-ordinate and compile information and statistics into complete, clear and concise records and reports
7. Support the annual financial audit processes through the preparation of standard reports as well as other custom reports as requested.

## Administration Support

- Telephone and email communications with the Executive staff, Technical Panel and Affiliated Associations, Clubs, Teams and Players of the Sports within our consultancy.
- Office reception duties i.e.: typing, photocopying, filing etc as required.
- Providing support and assistance for computer input and data processing.
- Preparation, attendance and recording at specified meetings.
- Social platforms i.e.: website, Facebook, Instagram, are kept up to date ensuring relevant communication is current.
- Assist Operations Manager with efficient and effective administration when required.
- Arranging accommodation, flight requirements as requested.
- Other duties determined by NQTA.

## Finance Support

- Payroll and preparations of account reconciliation and BAS.
- Maintain all financial records and files as per the association policies.

Page 2

- Assist in setting and managing budgets.
- Manage all bill payments and customer invoicing including banking
- Prepare and maintain financial reports as requested by finance director and/or

executive needs.

### **Governance, Compliance and Work Health and Safety**

- Ensure best practice administrative, governance, work health & safety and risk management practices are followed.

### **Building and Maintaining Key Relationships**

- Develop and maintain strong relationships and effective communication with local Affiliates, Associations, and other stakeholders.
- Develop a thorough understanding of key customer needs and requirements.
- Promote Touch Football internally and externally by upholding all organisational values.
- Build rapport with existing connections to maintain networks internally and externally.

### **Events and Representative Pathways**

- Support promotion and marketing of annual events calendar.
- Support and delivery of local events that support ongoing participation and pathway opportunities.
- Support, facilitate and deliver form requirements for selection and tours for players, coaches and officials.
- Ordering and organisation of representative uniforms and trophies.
- Communication with relevant sporting bodies and tournament coordinators.

### **Support Boards and Technical Committees**

- Provide administrative support to Boards/Technical Committees to ensure requirements are met (i.e. emails and correspondence).
- Attend to all incoming correspondence in a timely and professional manner.