

## Schedule 1: Position Description – Office Coordinator

**Job Structure:** Permanent Full time – 38 hours per week

**Condition of Employment:** As defined in the letter of employment

### Background:

1WAY FM is a community broadcaster seeking to present a Christian message of hope and encouragement to our listeners. Our Community of Interest is the Christian community in Canberra and surrounding region. The holder of this position needs to display a commitment as a follower of Christ, aligning themselves with the station's heart and purpose.

### Job Purpose:

The Office Coordinator contributes to the achievement of the goals and objectives of 1WAY FM as set out in the Strategic Plan. As a member of the 1WAY FM Leadership Team, they organise and coordinate the station's operations and procedures to ensure that the organisation is effective and efficient.

The Office Coordinator is the gatekeeper, coordinating the flow of administration in the office, including for activities and events. They also play a vital part in binding the 1WAY FM team together through coordinating the station's diary, correspondence, recordkeeping and project work to ensure the smooth day-to-day operation of the station.

**Reports to:** General Manager.

### General Responsibilities:

1. Leadership
  - a. Work alongside other teams to achieve the Station goals and objectives.
  - b. Provide recommendations and solutions to administrative or financial challenges or changes within the organisation as a member of the Leadership Team.
  - c. Prepare administrative and financial recommendations and reports for the Leadership Team as required.
  - d. Keep up with, and advise on, requirements in administration, finance and human resources management.
  - e. Provide updates and work schedules for administrative and financial work across the station.
2. Administration
  - a. Maintain office services by organising office operations and procedures, preparing payroll, controlling correspondence, designing record keeping systems, reviewing and approving supply requisitions, assigning and monitoring administrative functions.
  - b. Design and implement office policies by establishing standards and procedures, measuring results against standards and making necessary adjustments.
  - c. Complete operational requirements by scheduling and assigning team members and following up on work results.
  - d. Coach, mentor and direct the team as required to ensure operational efficiencies.

3. Finance

- a. Achieve financial objectives by preparing an annual budget, scheduling expenditure, analysing variances and initiating corrective actions.
- b. Monitor and approve station expenses as per the station manual of delegations.
- c. Prepare / issue monthly reports for invoicing of sponsors.
- d. Maintain office budget.
- e. Maintain bookkeeping system through monthly financial reports.
- f. Process accounts receivable and accounts payable.
- g. Follow up on overdue accounts.
- h. Perform account reconciliations.
- i. Manage petty cash.
- j. Prepare operational reports and schedules to ensure efficiency.

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**Essential Skills and Competencies:**

- Exceptional organisational and administrative skills.
- Management skills, familiarity with an office environment and strong understanding of how business works.
- Oral and written communication skills of a high order.
- Thorough understanding of office administration.
- Basic knowledge of financial management.
- Attention to detail and problem-solving skills.
- Ability to liaise effectively with a range of people, including VIPs and community organisations.
- Ability to work as part of a team.
- Excellent time management skills and ability to multi-task and prioritise work.
- Computer skills including word processing, spreadsheets and email at an advanced level, experience in financial systems, databases and records management is also desirable.
- Maintain effective relationships with others working in the community sector.
- Effective meeting organisation and support.

Agreement / Acceptance	
Signature of Manager:	Date:
Print Name of Manager:	
Signature of Coordinator	Date:
Print Name of Coordinator	