

REGIONAL EVENTS AND FINANCE OFFICER

Key Responsibilities

- Understand the compliance framework around political donations and the relevant State and Federal laws.
- Regularly performing prohibited donor checks
- Ensuring political donations caps are monitored and below the regulatory limit
- Effectively deliver the NSW Nationals regional fundraising program of events to support State and Federal election campaigns and by-elections.
- Excellent communication skills with key stakeholders including Members of Parliament, Electorate Offices, members.
- Responsible for administration of each event including:
 - creating an event budget
 - venue procurement and bookings
 - compliance with covid safe requirements
 - raffles/auctions administration management
 - Managing RSVP's
 - data input
 - event follow-up and reconciliation including outstanding accounts receivable
- Experience with databases and events platform (Eventbrite) for ticketing and mass communications for all regional events.
- Ability to enter in to accounting software, high level reconciliation skills.
- Monthly reporting to the State Director and Corporate Relationship Manager on outcomes of event progress; the status of the event budget and provide advice/recommendations for continuous improvement.

Requirements

- A minimum of two years relevant experience in an administration role with a finance focus.
- Previous experience in community fundraising events requiring engagement with community groups and volunteers is highly regarded.
- A working knowledge of financial practices,
- Experience in the use of Finance systems and software including experience with data entry, data checking and database maintenance, queries and running a range of reports
- Demonstrated high-level of computer literacy in operating Microsoft Excel, Word, presentation and database computer programs
- Excellent attention to detail and communication skills
- Ability to work within specific deadlines.

Standard work hours are full-time 38 per week. Extra hours may be required during election periods. Position is Sydney-based.

For more information please contact Joe Lundy on joe.lundy@nswnationals.org.au or 0439 862 048.