

## POSITION DESCRIPTION

**POSITION:** Contract and Finance Support Administrator

**AREA:** Operations & Compliance

**REPORTS TO:** Contracts Officer (Outreach)

**DIRECT REPORTS:** Nil

**CLASSIFICATION:** Level 2

### RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAV creates sustainable health workforce models that support Victoria's rural, regional and Aboriginal communities. We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

#### OUR MISSION

Develop and deliver solutions to enhance rural, regional and Aboriginal communities' access to health workforce

#### OUR VALUES

It is integral for all of our employees to share in our values of **respect, trust, accountability, collaboration** and **innovation**.

#### YOUR ROLE

The primary function of your role as Contract and Finance Support Administrator is to provide administrative support to the Compliance and Finance teams, through the management, updating and maintenance of the contracting systems and databases.

The role also supports the contract management of outreach service contracts and administration of grants to ensure activities are conducted according to RWAV's policies and procedures.

#### KEY RESPONSIBILITIES

1. Provide administrative support for the issue and maintenance of outreach service contracts including accurate data entry and management of the contract management system and associated portal;

2. Monitor performance of service visit schedules and follow-up with providers in accordance with agreed procedures, protocols and timeframes;
3. Provide administrative support for the processing of grant applications and monitoring of grant recipients and their compliance with grant funding obligations;
4. Enter data into services and grant management databases and invoicing systems as required;
5. Assist with the monitoring and collection of data for the purposes of contractual reporting and KPIs;
6. Set up new contact/customers in XERO;
7. Validate and enter supplier invoices for payment;
8. Undertake the exportation of invoices for payments from internal database systems to XERO and validate for payment;
9. Other duties as directed by manager in accordance with the priorities of RWAV or the activity work plans for funded programs and consistent with the skills required for the role.

The roles and responsibilities will be reviewed periodically to ensure alignment with RWAV strategic priorities and contractual requirements.

## **SELECTION CRITERIA**

- A Diploma of Business, Business Administration or Contract management;
- Demonstrated experience in the management of contract database systems and/or procurement;
- Experience of contract management principles including financial management and contract documentation;
- Strong organisational and time management skills;
- Excellent interpersonal and communication skills; including the ability to build positive relationships and communicate and negotiate effectively with a variety of stakeholder;

- Highly developed administration skills including the capacity to set goals, establish and manage processes and think systemically and strategically;
- Intermediate level of proficiency in MS Office suite and experienced in the use of databases;
- Ability to maintain focus and give high attention to detail while dealing with multiple demands and deadlines;
- Experience in using XERO or a similar Finance Software.

<b>REVIEWED:</b>	February 2022
<b>CONDUCTED BY:</b>	GM – People and Culture
<b>APPROVED BY:</b>	Chief Executive Officer
<b>NEXT REVIEW:</b>	February 2022

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----