



Position Description

Operations and Finance Manager

Job Title	Operations and Finance Manager
Employment Type	Full Time
Location	Tasmanian Labor Office, Hobart
Reports To	State Secretary
Salary Range	\$99,885 (Band 4.1) to \$122,645 (Band 6.1)
Conditions	The Australian Labor Party Tasmanian Branch Employees Agreement

The Role

At Tasmanian Labor you will be part of a small, but fast-paced and supportive team, where you will have responsibility for a range of financial and operational aspects of the organisation.

The first few months of the role will initially prioritise taking on finance and fundraising related duties, and taking the lead on delivery of a one-off project as the organisation transitions to a new regulatory and reporting framework for donation disclosure.

The Transition project will see you work closely with the State Secretary to develop and implement new policies, procedures and systems to ensure the organisation is prepared to meet new legislative obligations from 1 July 2025. You will also work closely with the State Organiser to develop and roll-out extensive training to people involved in financial matters from local branches, campaigns, and other party units.

As the Transition project moves closer to completion, you will take on the remaining operations, administration and membership related duties.

Duties

At Tasmanian Labor you will be part of a small, but fast-paced and supportive team, where you will have responsibility for a range of financial and operational aspects of the organisation.

Accounts payable and receivable

- Management of the end-to-end accounts receivable process including generation/data entry of customer invoices, coding, reconciliation and collections.
- Management of the end-to-end accounts payable process through coding, approvals and reconciliation and payment runs.
- Management of cloud-based sales and payment platforms.

Financial records management & reporting

- Financial reports as required, including regular monthly reports, ad-hoc campaign and project reports, and reports as required by regulations.
- Assist and support external accountants and auditors as required.
- Assist in the preparation and lodgment of business activity statements (BAS) and ATO returns.
- Under the direction of the State Secretary, be responsible for ensuring organisational compliance with relevant legislation and reporting requirements within areas of responsibility.
- Preparation and lodgment of financial and disclosure reports as required by state and federal electoral legislation.
- Reconciliation of bank accounts and third-party platform transactions.
- Assist in communications with ATO, auditors, banks, suppliers, donors and volunteers with financial roles as required.
- Ensure accounting standards, and internal policies and procedures are adhered to.
- Assist in the implementation of investment strategies and management of investment assets.
- Assist the State Secretary in the preparation of documentation for governance committees, including agenda and papers, reports and meeting minutes.

Other finance responsibilities

- Ongoing development of internal financial policies and procedures, particularly in relation to a changing legislation for political donations.
- Work with the State Organiser to deliver ongoing training to volunteers responsible for fundraising and expenditure, to ensure compliance with legislation and internal policies.
- Management of ad-hoc projects in relation to new or changing legislation governing political party finances.

Membership administration

- Processing of membership applications, renewals and transfers.
- Ongoing management of membership subscriptions and payments.

Fundraising management

- Work with State Secretary and State Organiser to develop and deliver an annual fundraising plan.
- Coordinate and administer the Business Engagement Program, including cultivating donor relationships, running events and managing subscription packages.

Operations and administration

- General management of the office including responsibility for equipment, cleaning, security and consumables.
- Assist in organising events and functions, particularly the annual Tasmanian Labor Conference.
- Electronic record keeping and document management.
- Assist with general administrative support requirements on an as needs basis.
- Other duties as required.

Selection Criteria

This role has a wide diversity of work involving a wide range of skills, knowledge and abilities. We do not expect candidates to meet every criteria, and there is flexibility to shape the focus of the role to suit the right candidate.

Essential

- Passionate about the values of the Australian Labor Party.
- Ability to work effectively with high degree of autonomy and accountability.
- Ability to plan and organise work and achieve outcomes.
- Ability to demonstrate initiative, and resilience in a changing environment.
- Demonstrated analytical thinking and problem-solving skills.
- Ability to work across multiple software platforms.
- Strong written and oral communication skills.
- Bookkeeping qualification or experience.
- High degree of computer literacy.
- Ability to understand and implement relevant legislative and policy requirements, with the assistance of provided explanatory guidelines.
- Ability to maintain confidentiality and exercise discretion within a politically sensitive environment at all times.

Desirable

- Experience in managing finances or operations for an organisation.
- Experiences in fundraising.
- Experience using Xero accounting software.

- Experience using low-code automation software (e.g. Zapier).
- Advanced spreadsheet skills (Excel and/or Google Sheets).
- Experience managing CRM systems.

Salary

The remuneration for this role is highly dependent on skills and experience. The focus of the roles, and the extent of its responsibilities will determine the final offer made to the successful applicant. This will reflect the band criteria set out in the Employee Agreement.

The successful applicant will be offered:

- A base starting salary between \$99,885 (Band 4.1) and \$122,645 (Band 6.1).
- 14.5% superannuation (3% above the super guarantee).

Conditions and Work Environment

Tasmanian Labor is an inclusive employer and is committed to having a flexible and inclusive workplace that recognises and values the diversity of the wider community.

We are also able to offer flexible working hours to accommodate the needs of the right applicant around study, caring, family, etc.

Our small team is friendly and passionate about the work they do and committed to Labor values, and making a positive contribution to society. Working with Tasmanian Labor means you will work side by side with other team members to make our society a fairer place.

How to Apply

To apply, please submit your CV and a 1-2 page cover letter via email to the State Secretary at jarryd.moore@tas.alp.org.au.

If you have any questions about the role, please email the State Secretary at jarryd.moore@tas.alp.org.au or call 0423 031 038.

Applications close 21st March 2025, however the application process may end earlier should an ideal candidate be found.