

Finance and Office Coordinator

Position Description

South Australian Science Teachers Association Inc.

The Organisation

SASTA is the professional representative body for more than 1700 science teachers, laboratory officers and tertiary educators in South Australia. It is a not-for-profit organisation incorporated under the Associations Incorporation Act 1985, governed by a Board of Directors and managed by an Executive Officer in accordance with the powers delegated by the Board.

SASTA's Mission:

SASTA fosters an inclusive and collaborative community, providing science educators with the resources, professional development, and networks they need to excel. Through support and shared learning, we help teachers engage and inspire the next generation of scientific thinkers.

SASTA's Goals:

- Develop and increase access to high quality, contemporary products and services
- Build and maintain a highly credible professional association
- Resource the organisation to achieve its vision
- Govern the organisation to further its objectives

Purpose

This position is responsible for managing SASTA's administration, customer service and finance functions to ensure organisational effectiveness and efficiency. The Finance and Office Coordinator supports members and customers through the delivery of resources, professional learning activities and the Oliphant Science Awards. The role also provides administrative and organisational support to the Executive Officer and the wider team.

Key relationships and reporting structures

The Finance and Office Coordinator reports directly to the Executive Officer and works closely with other staff and stakeholders to maintain a high level of internal and external customer service.

Position scope

This is a **temporary part-time position** (18.75 hours per week) based at the SASTA office, 249 Henley Beach Road, Torrensville SA. The appointment will be for the period **7 September 2026 to 18 December 2026** and is being offered to provide backfill during a period of staff long service leave.

To support continuity of operations and provide office coverage for members, stakeholders and staff, the successful applicant will be expected to work their hours across **4–5 days per week**, with specific working arrangements to be agreed in consultation with the Executive Officer.

Key accountabilities

Administration

- Act as the first point of contact for members, customers, visitors, telephone enquiries and general email enquiries.
- Order stationery and office supplies as required.
- Liaise with suppliers regarding building maintenance and the purchase of supplies.
- Maintain a high level of customer service.
- Establish and maintain contact with contractors as required.
- Prepare bulk mailouts, including newsletters, journals and other communications.
- Provide administrative and operational support across all areas of SASTA's activities to ensure the efficient functioning of the organisation.
- Undertake other duties consistent with the position as directed by the Executive Officer.

Finance

- Receive monies and issue invoices and receipts.
- Manage accounts receivable, including following up outstanding payments.
- Reconcile monthly bank statements.
- Deposit funds into SASTA's accounts.
- Maintain the accrual-based accounting system.
- Prepare monthly financial statements and reports.
- Provide financial information and analysis as requested.
- Issue monthly statements to account customers.
- Process payroll, PAYG withholding and superannuation payments, and prepare and lodge Business Activity Statements (BAS).
- Update event budgets as required.
- Calculate and process author commissions in accordance with agreed schedules.
- Ensure accounts payable are settled in a timely manner.

Professional Learning

- Pay suppliers and raise invoices for sponsorship, trade displays and registrations.
- Complete reconciliations for professional learning events and update event budgets as required.
- Prepare event materials, including signage and name tags.

Resources

- Process resource orders, including packing, shipping, invoicing and receipting.
- Contact customers regarding order collection and follow up uncollected orders.
- Manage inventory levels and stock replenishment, including obtaining stock from the warehouse as required to prevent shortages.
- Maintain records of back orders and fulfil them as soon as possible.
- Provide sales statistics to the Executive Officer as required.
- Sell resources from the office.
- Liaise with authors regarding commissions arising from sales.
- Invoice sponsors for advertising.
- Add and maintain inventory items within MYOB.
- Undertake stocktakes and inventory reconciliations as required.

Oliphant Science Awards

- Distribute certificates to schools.
- Disburse prize money to winners upon receipt of their redemption forms.

Person specification

Essential experience

- Demonstrated experience using MYOB AccountRight, including payroll processing and BAS preparation, with the ability to quickly learn inventory management functions.
- Demonstrated experience preparing monthly financial reports and completing account reconciliations.
- Demonstrated experience working within an accrual-based accounting environment.

Essential skills and knowledge

- Excellent interpersonal and communication skills, with the ability to provide a high standard of customer service.
- Strong customer focus and commitment to delivering quality outcomes.
- Highly developed organisational and technical skills, with a high level of accuracy and attention to detail.
- Sound knowledge of GST, BAS, payroll, superannuation and general bookkeeping principles.
- Ability to problem-solve, prioritise tasks and meet competing deadlines.
- High level of computer literacy, including proficiency in Microsoft Word and Excel.
- Excellent numeracy skills, including the preparation and maintenance of financial records and banking procedures.
- Ability to work independently, manage competing priorities and maintain accuracy with minimal supervision.
- Ability to exercise a high degree of delegated responsibility and professional judgement.

Desirable experience

- Experience working for a not-for-profit, membership-based organisation
- Experience working in a customer service-oriented environment and within a small team.
- Administrative experience, including website content management.

Working relationships and expectations

The Finance and Office Coordinator will work cooperatively with staff, committee members and other stakeholders to provide a high level of internal and external customer service.