

**SCHEDULE A: POSITION DESCRIPTION -**

Name: PD Review Date: 1 Oct 2025  
Position: Finance Officer Mode – Permanent Part time  
Reports to: Showground Manager

**JOB SUMMARY**

The Hunter River Agricultural and Horticultural Association Limited Inc operates the Maitland Showground and organises the iconic annual Maitland Show as well as host many other events and activities on the Showground.

Reporting to the Showground Manager, the primary function of this position is to provide financial administrative support to the Showground Manager in delivering activities and events including the Maitland Show, camping and the Maitland Community Markets.

**ACCOUNTABILITIES**

**Finances**

- Data entry to Xero
- Ensuring accurate financial administration including reconciliation of accounts, accounts payable and account receivable.
- Administer the fortnightly payroll
- Administer superannuation and tax (PAYG) payments
- Upload files for online banking authorisation
- Perform reconciliations on a monthly basis
- Prepare reports as requested to meet the needs of the Manager, Treasurer and Board of Directors.
- Prepare draft end of year accounts for audit purposes.
- Undertake financial administration of grants in line with the grant reporting and acquittal requirements
- Recommend upgrades to the administrative systems, processes and practices to improve efficiency commensurate with a modern office environment.

**Operations**

- Assist with the administration of the Annual Show and other events and activities undertaken by the Association as requested.
- Contribute to business operations through efficient and delivery of a quality service
- Ensure clear and effective communication is maintained with the management, admin team and other internal and external stakeholders as appropriate
- Work within the agreed admin processes and systems to ensure efficient operations
- Coordinate the preparation of the competition schedules for the annual show
- Take camping registrations and maintain an accurate and current database
- Maintain an accurate and current membership database
- Maintain an accurate and current database for the show and other

**Compliance and Regulation**

- Liaise with external financial adviser who prepares AIS/BAS returns
- Advise the Manager of any issues relating to the Association's capacity to ensure compliance with all relevant legislative requirements relating to and not limited to WHS, Privacy, public safety and other relevant workplace laws
- Undertake regular review of the operations and functions to ensure policy and procedural compliance is maintained
- Ensure a strong focus on safety and wellbeing is achieved and maintained.

**Site and Facilities management**

- Notify the Manager of any facilities or items that require maintenance or repair to meet professional standards

**Representation**

- Represent the Show and Association in a professional manner and as requested.

**BEHAVIOURS**

- Effective and positive stakeholder engagement and interaction
- Self motivated and self driven
- Excellent communicator
- Goal focused
- Maintain a professional standard of behaviour at all times
- Be committed to the Association's values as articulated in the Strategic Plan
- Commitment to continuous improvement
- Capacity to build long term positive business relationships
- Safety focused
- Adaptable and flexible
- Customer focused
- Seeks with positive conflict resolution
- Excels at time and priority management
- Supportive of organisational objectives/decisions
- Coaches and shares information