



## Program Administrator

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Reporting to: Senior Program Manager

**Hours:** Part time (approximately 0.6 FTE)

**Term of Employment:** Permanent/On-going

**Location:** Hawthorn, Victoria

**Salary range:** \$75k - \$85k + superannuation (pro-rata)

**Applications close:** Friday 1st November 5PM AEDT

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### Astronomy Australia Limited

**Astronomy Australia Ltd (AAL)** is a not-for-profit company whose members are Australian universities and research organisations with a significant astronomical research capability.

Our vision is that Australian astronomy is world leading and publicly valued. Our mission is to facilitate access for Australian-based astronomers to the best research infrastructure, encourage the sharing of astronomical technical capabilities to maximise their value to the nation, and inspire Australians with these astronomical achievements.

AAL is located alongside the Centre for Astrophysics and Supercomputing, Swinburne University of Technology, Hawthorn. We offer a relaxed, flexible, family-friendly environment, close to public transport, approximately 6km east of Melbourne's CBD.

### Position summary

The Program Administrator will support AAL's administration of research infrastructure grants and AAL's financial processing.

Duties:

- Administer the oversight of AAL managed grants/projects
- Support AAL reporting obligations
- Support the financial management of AAL operations and grants/projects

No travel or staff supervision is required. As AAL is a small company, all members of staff are expected to spend some of their time assisting with general operations.

To apply for this position, please submit a covering letter and resume via email to [applications@astronomyaustralia.org.au](mailto:applications@astronomyaustralia.org.au) by Friday 1st November 5PM AEDT.

For more information contact **James Murray**, Senior Program Manager at the above email address or on 03 9214 8426 / 0409 703 929.

## Statement of duties

### Reporting

AAL has funding agreements with, and associated ongoing reporting obligations to, the Department of Education (DE) and the Department of Industry, Innovation and Science (DIIS).

- Manage AAL's reporting schedule
- Collate reports for DE and DIIS
- Liaise with projects and sub-contractors on reporting matters

### Contracts

AAL sub-contracts the management and development of several infrastructure projects to third parties.

- Manage and maintain contract templates
- Assist with the drafting of contracts and project schedules
- Manage the contract workflow

### Financial Duties

AAL has an operation budget of \$1.5M and manages grants and other income in excess of \$10m per year. AAL accounts are processed using MYOB accounting software. The Program Administrator will assist the Finance Manager and be responsible for financial administration tasks, including the following:

- Accounts payable – processing invoices and payments
- Accounts receivable – generating invoices and collections
- Credit card reconciliation – processing and reconciling accounts
- Payroll – assisting in running the monthly payroll

## Experience and qualifications required

### Essential

1. Bachelors degree.
2. A high standard of written communication skills.
3. Initiative and the ability to work independently to strict deadlines.
4. Ability to develop relationships and influence a range of stakeholders.
5. Advanced organisational ability and problem-solving skills.

### Desirable

6. Experience managing contracts.
7. Financial book-keeping experience.
8. Experience with overseeing and reporting on project progress.
9. Experience working in a small not-for-profit company.