



Australian Contingent 16th World Scout Moot, Ireland 2021

Position Description

Admin & Finance Manager

The 16th World Scout Moot will take place in Ireland from 19th - 28th July 2021. The entry point to the Moot will be Dublin City. International Patrols will then explore the many wonders of Ireland on a collection of exciting and interesting trails in local countryside. The Patrols will then return to Dublin for the base camp feature of the Moot before returning home or onto a fantastic post tour adventure!

The Australian Contingent is seeking a team of talented, dedicated and enthusiastic Rovers and leaders to plan and execute the Australian Contingents adventure including pre and post tours.

Position Objective

The Administration & Finance Manager is a central point of contact for inquiries, applications, and operational support. They will be responsible for the preparation and monitoring of financial budgets ensuring the financial management of the Contingent.

Key Responsibilities

- Receive and process Contingent applications in timely manner.
- Respond to administration email requests within 72 hours of receipt.
- Assist C.L. in preparing and managing budgets.
- Implement accounts software to support management of all financial responsibilities.
- Keep accurate records of Contingent expenses up to and during the event.
- Monitor incoming payments from Contingent members using the online events system.
- Follow up members with overdue payments.
- Manage and monitor Contingent accounts payable and receivable.
- Liaise with Scouts Australia National Office accountant as required.
- Produce financial reports, cashflow forecasts and respond to requests for financial information in a timely and accurate manor.
- Work with the communications team to distribute admin information over social media and via newsletter.
- Any other duties as reasonably requested by the CL or DCL.

Key Selection Criteria

- Have participated in a World Moot or similar major event previously
- Have experience being on a Contingent Management team or Major Event team; either through scouting or similar organisation.
- Effective time management and organisational capacity.
- High level of attention to detail
- Excellent time management skills
- Strong background in accounting, bookkeeping or finance.
- Experience in finance management and the use of Xero
- Demonstrated ability to work as a team
- Experience with international travel and foreign currency highly regarded.



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Time Commitment

This position requires a significant time commitment in the lead up to the event. It would not be unusual to spend 5-10 hours per week, most weeks on the project and in the final 4 months prior to the event this is expected to increase to around 15 hours per week. It is expected that the Admin & Finance Manager would attend the Moot as a member of the CMT.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution and be available during the lead up to and full duration of the event including pre and post tours. This is a volunteer position.

How to Apply

Applications should be forwarded by email to the Contingent Leader, Sorrel Fuller wsm2021@scouts.com.au by 11:59pm AEST 6th May 2019.

Your application should include:

- A short description of yourself and your Scouting background;
- Details on your current Scouting role(s) and commitments;
- Any relevant prior experience;
- Your vision for the role;
- Address the key selection criteria;
- Why you feel you are the best candidate for the position
- And Include contact details for 2 relevant referees;

Selections will be completed in May 2019.