



Australian Business Volunteers

## Position Description: Small Business Accounts support

Position Ref: PAU011189

**Partner organisation name:** Independent Artist

**Partner organisation location:** Tumbarumba NSW

**Key dates:** Start ASAP

**Assignment timeframes:** Approximately 8 weeks, 2-3 hours per week

**Assignment mode/location:** Online/remote.

### Purpose of the Role

A Tumbarumba resident and artist transformed a spacious garage into an art gallery. Here, she sells her artwork along with pieces from local artists, local produce, food kits, and fashion accessories. The gallery, newly opened, has seen considerable success. The owner now aims to streamline business operations before pursuing growth. This involves enhancing financial processes, record-keeping, and seeking advice on selecting long-term software.

The essential criteria for supporting the owner in consolidating and growing her business would likely include expertise in:

1. Financial Management:

- Experience in strengthening financial processes.
- Knowledge of effective record-keeping practices.
- Ability to provide guidance on financial planning and budgeting.

2. Business Process Optimisation:

- Skills in analysing and improving existing business processes.
- Understanding of how to streamline operations for efficiency.

3. Software Selection and Implementation:

- Familiarity with relevant business software options.
- Ability to advise on selecting and implementing long-term software solutions.

4. Local Business Knowledge:

- Understanding of the local market and customer preferences.

- Knowledge of the unique challenges and opportunities in regional areas.

#### 5. Small Business Growth Strategies:

- Experience in supporting small businesses in achieving sustainable growth.
- Ability to provide strategic advice tailored to the art gallery's unique context.

#### 6. Communication and Collaboration:

- Effective communication skills to collaborate with the owner and understand specific business needs.
- Ability to convey complex financial and operational concepts in a clear and understandable manner.

#### 7. Adaptability:

- Flexibility to adapt strategies to the evolving needs of the business.
- Awareness of industry trends and best practices.

By meeting these criteria, the support can be tailored to the specific challenges and aspirations of the local art gallery, promoting its sustainable growth and success.

#### **Selection Criteria:**

- Strong financial background, especially as it relates to small business set-up.
- Experience with improving processes.
- Experience with financial software systems.

#### **Attributes of volunteers seeking to work with ABV**

- Respect for ABV staff, local communities, and their knowledge and experience
- Understanding and respect for cross-cultural contexts
- Exceptional communication skills (including interpersonal, written, verbal, non-verbal, and listening)
- Ability to read, listen to and manage community expectations and deliver accordingly
- Empathy, patience, and collaborative attitude
- Comfort in building relationships remotely (using online communication tools)
- Comfortable to trouble-shoot and manage ambiguity
- All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

#### **Prerequisites for undertaking volunteering assignments.**

- To register with ABV (if not already registered):
  - ✓ At least 5 years relevant professional experience
  - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
  - ✓ Willingness to complete a police check and Working With Children Check if selected before commencement
  - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
  - ✓ Willingness to interview for the role with ABV program staff
  - ✓ Acceptable police check and Working with Children Check before commencement
  - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
  - ✓ Medical check, compliance with all travel, entry and in-country requirements (where international deployment is part of the assignment)
  - ✓ All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

**HOW TO APPLY:**

Please submit your expression of Interest to [recruitment@abv.org.au](mailto:recruitment@abv.org.au) as soon as possible, confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV or are willing to go through ABV's screening process to become a registered volunteer.
- If you are a Registered Volunteer - send a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If you are not a Registered Volunteer – send your CV with a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If there are any special considerations, we would need to make for you.

**What will happen next?**

- ABV will review all applications as they are received
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and asked to confirm they believe they can fulfil the role requirements.
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.