



Administration and Finance Manager

16th World Scout Moot
Portugal, 2025



Reports to	Contingent Leader (CL)	Functional Group	
Team	Contingent Management Team (CMT)	# of Direct Reports	N/A

Why does my role exist?

The Administration and Finance Manager (A&FM) role exists to manage all the administration and financial tasks for the Contingent as well as providing reports of how the A&F department is performing to the CL.

As the A&FM, you form part of the CMT and work with other team members to manage the Australian Contingent to the 16th World Scout Moot in Portugal. You will be involved in tackling real world problems, as well as gaining exposure to the other parts of the World Scouting Movement. But most importantly, you help create the event of a lifetime for hundreds of Rover Scouts.

Where do I fit in?

As the A&FM, you will report directly to the CL. You will be responsible for:

- Monitoring payments from the Contingent members;
- Chasing up all overdue payments;
- Liaising with the National Office Accounts team;
- Preparing the Contingent financial reports;
- Monitoring contingent expenses
- Be a central point of contact for participant enquiries and operational support

How much time is required?

You will be required to commit a significant amount of time for this role. The commitment will be 1 - 4 hours a week until about 12 months out from the event. After this, it could be up to anything from 5 - 10 hours per week, as we get closer to the Moot.

Applicants should ensure they have the flexibility in their time to be able to accommodate this significant contribution considering their work and study requirements. It is desirable for the successful candidate to be available during the lead up to and the full duration of the event, including pre and post tours. This is a volunteer position.



What does the role involve?

My Key Responsibilities	The Key Activities I Will Perform
Manage Admin and Finance	<ul style="list-style-type: none"> • With the CL/DCL develop the Contingent budget • Monitor payments via the event system • Monitor and manage incoming payments from participants • Chase up overdue payments • Monitor expenses • Prepare the monthly financial reports • Manage and monitor Contingent accounts payable and receivable • Liaise with Scouts Australia National Office accountant and secretariat as required • Ensure the budget compliance • Escalate any budget line item that is at risk • Oversee application vetting and approval process • Oversee and ensure responses to participant enquiries are triaged effectively and handled in a timely manner • Any other duty as reasonably requested by the CL
Manage Teams and Team Meetings	<ul style="list-style-type: none"> • Lead with respect and compassion • Model appropriate behaviours expected of ambassadors of Scouts Australia • Ensure crystal clear communication with all members of your team • Work with your team in resolving issues and escalate to the Executive as required • Participate in the Contingent processes • Develop and maintain a thorough understanding of each area under your control



What skills do I need for this position?

Essential

- Demonstrated ability in administration or finance, either professionally or at past Scouting events.
- High attention to detail
- Experience as a member of a Contingent to a major Scouting event within Australia or overseas, or as a member of an Organising Committee for a major Scouting event
- Experience in international travel, ideally leading groups
- Ability to work as a member of a larger team
- Ability to work to agreed deadlines
- Ability to work with complex spreadsheets
- Ability to make good decisions on tight timeframes

Desirable

- Ability to work with OLEMS and/or other event management software
- Ability to think logically and laterally
- Ability to accept individual ownership/accountability
- Fast learner
- Experience in project management is highly regarded
- Qualification in mental health first aid is highly regarded

Personal Attributes

- Comfortable in being challenged and responding to challenges
- Perceived as humble and down to earth
- Committed to ensuring the Australian Contingent is youth-led and adult supported
- Love problem-solving and are passionate about learning and stretching yourself

Interpersonal Skills

- Ability to build relationships and trust within the CMT and with Rover Scouts
- High emotional intelligence is highly regarded

This role is only open to registered and active members of Scouts Australia.

