

We're Hiring: Admin/Finance & Operations Officer

Organisation: Brothers Rugby League Football Club Innisfail

Employment Type: Permanent Part Time – Approx 30 hours/week (+ for game day)

Start Date: Immediate Start Available

Wages: Negotiable based on experience

About Us

Brothers Rugby League Football Club Innisfail is a proud, community-driven club with a rich history and a strong focus on player development, local engagement, and operational excellence. As we continue to grow, we're looking for a motivated and capable **Admin/Finance & Operations Officer** to support the daily running of the club—both behind the scenes and on game day.

This is a diverse, hands-on role for someone who enjoys variety, takes initiative, and thrives in a community sports environment.



Admin/Finance Responsibilities

Accounting & Financial Control

- Oversee club finances using MYOB
- End-to-end payroll processing, including superannuation, leave entitlements, and deductions
- Handle accounts payable and receivable, invoicing, and reconciliations
- Develop the Club's annual budget
- Maintain asset and depreciation registers
- Prepare and submit ATO lodgements (BAS, IAS)
- Ensure compliance and meet all statutory obligations (GST, PAYG, Payroll Tax)
- Support internal and external audit processes

Administrative Support

- Act as minute secretary: prepare agendas, present monthly financial reports for all meetings, take accurate minutes, and track action items
 - Provide general administrative assistance to club leadership and committees
 - Maintain and monitor Club's Working with Children Blue Card Portal
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Operations Responsibilities

Sponsorship & Marketing

- Develop and manage sponsorship packages
- Liaise with partners and implement marketing strategies to boost club visibility and revenue

Apparel & Merchandise

- Design, source, and coordinate orders for all club apparel and merchandise
- Ensure consistent branding and on-time delivery

Player & Staff Administration

- Oversee player and staff registrations and contracts via the MySideline platform
- Ensure reporting requirements to NRL, QRL, FNQ RL and government bodies are met
- Ensure all club and participant insurance requirements are met
- Act as public officer, liaising with the public, affiliates, external stakeholders and government agencies
- Support the Club's communication strategy (website, newsletters, social media)

Game Day Coordination

- Organise and execute game day logistics, including:
 - Float preparation and distribution
 - Bar and canteen stock management
 - Staff and volunteer scheduling
 - Advertising, promotions, and hospitality
 - Security, catering, and live scoring
 - Program creation and raffle coordination
 - POS float sheet distribution and till oversight

Post-Game Wrap-Up

- Perform cash handling and end-of-day reconciliation
- Prepare game day financial summaries and reports

Event Management

- Plan and coordinate club functions and events, including bookings, setup, and invitations

Inventory Control

- Conduct regular stocktakes for canteen, bar, and merchandise

Other Duties as Required by the Position

What We're Looking For

- Minimum 5 years' experience in finance/bookkeeping
 - Proficiency in MYOB and Microsoft Office products (especially Excel)
 - Hold a current Drivers Licence and Working with Children Blue Card
 - Strong administrative and organisational skills
 - Background in club operations, event coordination, or sports admin
 - Ability to work weekends during the season
 - Familiarity with MySideline and Square POS (advantageous)
 - A hands-on, can-do attitude with a love for community sport
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Why Join Brothers Innisfail?

- Be part of a well-established, community-focused club
 - Make a meaningful impact on club operations and growth
 - Enjoy a supportive environment with flexible work arrangements
 - Varied role with a great balance of office and on-the-ground responsibilities
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How to Apply

Send your **resume** and a brief **cover letter** outlining your relevant experience to:

 manager@brothersinnisfail.com.au

Applications close: Monday 27th October 2025

We encourage early applications as interviews may be conducted before the closing date.