



SOUTH KINGSVILLE COMMUNITY CENTRE

43 Paxton Street, South Kingsville, 3015

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ABN: 98 885 027 531

POSITION DESCRIPTION

Position title:	Administration & Finance Officer
STATUS:	PART-TIME (27 Hours per week)
CLASSIFICATION:	Neighbourhood Houses & Learning Centres Workplace Agreement, Schedule 3B: Neighbourhood House Employees, Class 1, 4th year
HOURLY RATE:	\$21.31
OCCUPANT:	Vacant
LOCATION:	South Kingsville Community Centre
DATE:	February 2011

INTRODUCTION

South Kingsville Community Centre Inc. (SKCC) provides childcare, educational, recreational and social programs, activities and courses for groups and individuals of all ages, abilities and backgrounds. It provides Respite services for children with a disability. It also co-ordinates an office volunteer program dedicated to training volunteers in a range of office administration skills to increase the participants' work opportunities.

The Centre is managed by the CEO who is accountable to the SKCC Committee of Management, comprising representatives of user groups and local residents.

The Centre is funded by the City of Hobson's Bay; Department of Human Services (Disability Respite/Childcare); Department of Planning & Community Development, Department of Education and Early Childhood Development, Adult, Community and Further Education; grants and donations.

This position is dependent upon ongoing funding sources.

POSITION OBJECTIVES

- Provision of timely, accurate and professional administrative support to the CEO as well as general support to the Centre.
- Provision of efficient and timely bookkeeping and Payroll services to the Centre
- Attend to all Payroll requirements for all Centre staff.
- Prepare financial reports, preparation of BAS and associated tasks.
- Assist CEO with acquittals and accountability reports to various funding bodies.
- Undertake Reception duties and provide excellent customer service to all stakeholders.

KEY RESPONSIBILITIES AND DUTIES:

- Ensure efficient and courteous reception of phone calls and visitors to the office.
- Ensure accurate messages are communicated and visitors are greeted appropriately
- Work with and provide administration support to the CEO.
- Collate and prepare all documents and process Payroll for all staff
- Collate and process all documents (including coordinating authorisation by delegated person) for invoicing, petty cash, and payroll.
- Production of reports, including collating and presentation of data for reporting to government departments on service provision and expenditure.
- Monthly reports to CEO.
- Assist in analysis and preparation of accurate and timely financial data for budgets, budget reviews, monthly reports and end of financial year reports.
- General office duties such as reception, typing, photocopying, binding, laminating and faxing of documents
- Ordering and monitoring stationery and office supplies
- Data entry as required
- Maintain and develop administrative systems including manual and electronic filing and reporting and database systems.
- Daily banking, management of petty cash
- Coordinate meeting requirements – catering, documents, room and equipment preparation
- Ensure that SKCC operational policies and procedures are adhered to at all times
- Recording incoming/outgoing correspondence.
- Maintain Childcare register and Waiting List.
- Process accounts payable and receivable according to SKCC standards and policy.
- In consultation with Childcare Team Leader & CEO create Childcare payment register each term and issue invoices in line with the childcare fee policy.
- Responsible for timely payment of Superannuation Contributions & any other payroll requirements.
- Process fortnightly payroll for all Centre staff
- Process payments to tutors
- Process payments received from various sources
- Issue Group Certificates for CEO signature
- Liaise with ATO when required and as directed by CEO
- Administration of quarterly BAS transactions

- Reconciliation of petty cash
- EFT on-line banking and cheque writing
- Maintain and further develop the existing financial package – QuickBooks
- Comply with accounting and financial ethics and practices within the organisation
- Banking on a weekly (or as needs) basis
- Reconcile accounts and monitor cash flow and investments
- Assist with preparation of the Annual Budget.

GENERAL DUTIES

- Answer telephone and relay messages.
- Support and help co-workers when necessary
- Other duties as directed by the CEO.

OCCUPATIONAL HEALTH AND SAFETY

- Perform duties in accordance with the Occupational Health and Safety Act, 2004, Regulations, Codes of Practice and SKCC policies and procedures.
- Monitor occupational health and safety within area of work.
- Actively participate in the development and implementation of hazard elimination or minimisation strategies.
- Immediately report any accidents and hazards to the CEO and take appropriate action.
- Participate in workplace inspections and audits.
- Participate in occupational health and safety training.

RISK MANAGEMENT:

- Contribute to a positive risk management culture by complying with the Risk Management policy, assisting with the implementation of the Risk Management Plan.

WORK STANDARDS

- To be punctual.
- Work as part of a team, and be able to work unsupervised.
- Ability to take direction from CEO.
- Ensure a safe and responsive environment for all clients.
- Promptly report any incidents or problems to CEO.
- Co-operate with other centre staff.
- Attend meetings when required.
- To be familiar with and ensure all SKCC Policies and Procedures are adhered to.
- Comply with the Emergency Evacuation Procedure.
- Capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters

HOURS OF WORK

The spread of hours will be negotiated with the CEO. Any future changes need to be authorized in writing by the CEO. Due to operational requirements, the CEO may alter the spread of hours at any time, giving one month's notice. Every effort will be made to meet staff preferences wherever possible, however the operational requirements of the Centre will have the highest priority.

POLICE RECORDS CHECK:

The incumbent must have (or obtain) and maintain a current Police Records Check

WORKING WITH CHILDREN CHECK:

The incumbent must have (or obtain) and maintain a current 'Working with Children Check':

ORGANISATIONAL RELATIONSHIPS:

Reports to: CEO

Internal / External Contacts: Centre staff
Tutors
Childcare parents and guardians
General public
Networks

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- In consultation with the CEO maintain the necessary records as required by Funding bodies and SKCC Policies & Procedures.
- Implement decisions in accordance with SKCC Policies & Procedures.
- Seek approval from the CEO before undertaking any major changes in tasks and activities

JUDGEMENT AND DECISION MAKING:

- The incumbent is required to use judgments and make decisions within the restraints of the SKCC Policies and Procedures and all legislation and funding guidelines related to areas of responsibility.
- Guidance and advice are always available. Strategic or sensitive matters as well as matters outside Policy are referred to the CEO.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Skills in working with clients from a wide range of cultural backgrounds and diverse needs.
- Ability to maintain a high degree of confidentiality
- Ability to use initiative and think laterally
- Demonstrated ability to take minutes
- Strong ability to develop good working relationships and gain the cooperation and assistance from staff at all levels across the organisation, external organisations and contacts
- Effective time management and organisational skills
- Demonstrated ability to use the Microsoft Office suite of programs – including Email, Microsoft Word, Excel and Power Point
- Excellent written and verbal communication skills
- Report/data collation and preparation.
- Ability to resource information, contacts etc.
- Ability to meet deadlines and produce quality work under pressure

- Experience in operation and use of a computer in the areas of word processing, database, and spreadsheets

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to liaise with staff, tutors, clients/students, the general public and volunteers as required, and provide support.
- Ability to manage own time and set priorities to ensure objectives are achieved within set timelines.
- Ability to respond to operational demands and conflicting priorities.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Verbal communication skills with the ability to gain cooperation and assistance from a range of people from diverse backgrounds and cultures, including the ability to communicate effectively with other organizations, tutors and clients.
- Written communication skills with the ability to prepare reports and routine correspondence.
- Ability to work effectively as a team member.
- A genuine desire to work for the Community.
- Excellent telephone and communication skills.
- Ability to maintain confidential information.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Relevant qualifications and/or a minimum of 2 years experience in a similar role

VARIATION TO CONDITIONS OF EMPLOYMENT:

- These conditions of employment and your duties may be varied by the CEO during the term of your employment.
- The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment and the letter of offer of employment for the successful candidate.

AGREEMENT:

I hereby accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

Selection will be based on the following Selection Criteria, however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description:

1. Experience in working with clients from a wide range of cultural backgrounds and additional needs.
2. Demonstrated ability to work as part of a team and unsupervised.
3. Demonstrated experience in an administrative and customer service role
4. Demonstrated experience/knowledge in bookkeeping/accounts/Payroll and working with an accounting software such as Quickbooks.
5. Demonstrated high level computer skills, including the ability to using MS Office applications.
6. Relevant qualifications and/or a minimum of 2 years experience in a similar role.
7. Excellent written and oral communication, interpersonal and customer service skills
8. Ability to manage sensitive information and maintain a high degree of confidentiality
9. Effective time management and organisational skills

Applications to:

CEO
South Kingsville Community Centre
43 Paxton Street
South Kingsville 3015

Or email: jimwood@southkingsvillecc.com.au (please note emailed applications will only be accepted in Word or PDF format).

Applications that do not address the selection criteria will not be considered