



JOB TITLE	Administration and Project Support Officer (Full Time Ongoing)
UPDATED	July 2021
REPORTS TO	CEO
REMUNERATION	\$60k - \$65 (per annum) relevant to experience

POSITION DESCRIPTION

Position purpose The purpose of this role is providing an administration function along with payroll. This role will also oversee the financial function of the business and being able to provide insight into all financial matters. A support role to the current Project Officers.

Main tasks Core objectives include:

- Undertake administrative duties as required
- Assist in the Internal Audit process on an annual basis or as required by MRCC
- Undertake all payroll and superannuation functions as required
- Ensure all leave is processed in accordance with policy
- Undertake all Accounts Payable and Receivable functions in line with MRD Policy, including aged debtors.
- Ensure all financial record keeping is compliant with policy and Audit procedures
- Reconcile all accounts including Company Purchasing Cards
- BAS and ATO compliance and reporting
- Assist Accountant with VAGO Financial Audit Process annually
- Interpret financial information and provide reports to CEO as well as Board and Audit Committee
- Responsible for providing insights into company expenditure
- Project support for current and future projects

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties *Other Duties as required*

Required qualities

- Professional approach.
- Ability to work under pressure.
- Ability to run multiple projects / tasks simultaneously
- Organisational and time management skills.
- Excellent attention to detail.

Desired competencies

- Analytical thinking.
- Initiative.
- Business awareness.
- Tenacity.
- Strategic thinking.
- Positive approach to change.

PERSON SPECIFICATION

Qualifications Skills and knowledge

- Extensive experience in similar role
- Payroll and Administration
- Accounts Payable and Receivable experience
- Knowledge of best practice and national employment standards and or awards
- Customer service focus: committed to providing exceptional customer service across all channels – written, phone and face to face.
- Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.
- Commerciality: ability to apply knowledge in a practical, commercial manner.
- Teamwork: willingness to assist and support others as required and get on with team members.
- Time management / organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner. Be able to manage workload and prioritise accordingly
- Multitasking is essential for this role. Adaptability to switch between tasks as required

Personal attributes

- Professional approach (essential).
- Confident manner (essential).
- Positive approach to change (essential).
- Willingness and openness to continual learning

Other

- Working knowledge of Microsoft Office suite
- Working knowledge of Xero Accounting Software

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date