

Position Profile



Position Title:	Finance & Administration Assistant
Classification:	Admin Support Level 1 (remuneration PP1 – PP3 \$23.75 - \$24.95 per hour)
Contract:	Permanent part-time 18 hours per week, with six-month probation. The post is a front-office based role and preference would be that hours are worked over 3 – 4 days a week.
Responsible to:	Finance & Executive Support Coordinator

Principal Working Contacts

Finance & Executive Support Coordinator
Director of Clinical & Business Services
Team Leaders and staff of Ipswich Hospice Care
External agencies/ service providers/ service users and carers
Members of the public

Position Purpose

To provide business support across the areas of finance, administration and office management as well as general administrative support to senior executive staff.

Main Duties and Responsibilities

Finance

1. Processes payments and donations, prepares donor thank you letters and receipts
2. Enters transaction data into the donor database and accounting systems
3. Prepares invoices for all billing and sales as required, monitors accounts receivable and assists in debt collection
4. Carries out general banking duties
5. Prepares cash floats for events and fundraising
6. Supports the Finance & Executive Support Coordinator in accounts payable, payroll and monthly financial reporting tasks, including business activity statement (BAS) lodgement; provides leave coverage for these activities when required

Admin & Office Support

1. Provides general administrative support to the Director of Clinical & Business Services, including set up of meetings, drafting routine correspondence and typing documents
2. Takes minutes of meetings as required; assists with distribution of meeting materials
3. Maintains donor records and mailing lists; provides support with print jobs and mail-outs
4. Undertakes reception duties, including screening/ transferring of phone calls and emails, responding to general enquiries
5. Handles inward and outward mail and deliveries - records, sorts, dispatches
6. Manages Training Room hire bookings, billing and enquiries
7. Maintains office stationery supplies, monitoring stock levels, and re-ordering as necessary
8. Supports communications through web site updates and social media monitoring as needed

Other Duties

The post holder will be expected to carry out other duties to the equivalent level that are necessary to fulfil the purpose of the position, and to respond positively to changing business needs.

Essential Requirements

1. Current Drivers Licence
2. Satisfactory Police Records Check current within 6 months of application closing date
3. Educational/ Vocational Qualifications
 - Desirable post-secondary qualification in Business Administration or Accounting
4. Knowledge/ Experience
 - Good understanding of accounting principles or willingness to learn
 - Experience in the use of Xero or similar accounting system or willingness to learn
 - A high level of knowledge and competency in Microsoft Office especially Word, Outlook and Excel
 - Demonstrable experience in a similar role as described in the Duties and Responsibilities above
5. Personal Qualities
 - Commitment to the Vision and Mission Statement of Ipswich Hospice Care – see <http://www.ipswichhospice.org.au>
 - Respect for the different contribution of individuals within the staff team
 - Experience in providing general support in a small team
 - Good communication skills with a wide range of people
 - Commitment to ongoing professional development
 - Ability to work autonomously, effectively managing own workload without continual guidance
 - Attention to detail and good time management and self-organisational skills
 - Commitment to a process of continuous improvement

How to Apply

Written applications close on Friday 3 May 2019

Please send a CV with the contact details for two referees and a written statement addressing the essential requirements listed in the position description above to:

Elizabeth Davis, Director of Clinical & Business Services
Ipswich Hospice Care
recruitment@ipswichhospice.org.au

Further information Melissa Austernin, Finance & Executive Support Coordinator (07) 3812 0063 or info@ipswichhospice.org.au