



POSITION DESCRIPTION – PD041

Administration Assistant (Finance & Personnel) - Brisbane Part Time, Fixed Term

A. CONTEXT, PURPOSE OF THE ROLE AND OPPORTUNITY:

About us

The Aboriginal and Torres Strait Islander Legal Service (Qld) Limited (ATSILS), is a community-based public benevolent organisation established to provide professional and culturally competent legal services for Aboriginal and Torres Strait Islander people across Queensland. The founding organisation was established in 1973. We now have 25 Queensland offices and more than 190 personnel.

Our Vision is to be the leader in the delivery of innovative, professional and culturally competent legal and other support services. Our mission is to foster collaborative partnerships with our communities, key government and non-government stakeholders to influence positive change and deliver high quality legal and other support services for our people within or exposed to the justice system.

Purpose of the role

Under the direct guidance of senior staff, support the Chief Financial Officer and other Officers in providing accounting support and administrative services to all offices across the state.

Opportunity

This role requires a motivated, organised and service-orientated finance and administration assistant to work closely with the Brisbane-based head-office personnel.

For this position, you will be part of our busy corporate services team based in Brisbane providing accounting and administration support across various accounting functions including accounts payable, personnel and payroll and property, plant and equipment.

You will be looking to flexibly support a small team that uses a variety of information technology and other systems to provide a consistent, reliable and secure service across Queensland from our **Brisbane** office.

Your interest in information technology may also be encouraged as ATSILS increases its reliance on information technology and communications online.

B. REPORTING STRUCTURE:

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer, with regular reporting to the Chief Financial Officer.





C. SELECTION CRITERIA

ESSENTIAL CRITERIA (6)

1. **Values:** Alignment to the values and vision of ATSILS and an appreciation of and sensitivity to the challenges our clients have faced, and continue to face, for their right to justice and equity.
2. **Qualifications & Experience:**
 - Certificate III in Business Administration or equivalent or five (5) years' experience in a business or accounting environment; (a Certificate II with two years' experience in a similar role will also suffice);
 - Demonstrated experience with accounting software packages such as MYOB Premier or Attaché, and an interest in or experience of working with integrated software systems.
3. **Payroll and Accounts Assistance:** Proven ability to work under pressure and to deadlines with strong attention to detail. Experience with using **Windows 2007 Microsoft Office 2010** technology in a networked environment is a distinct advantage.
4. **Confidentiality & Security:** Ability to work with a high degree of confidentiality with sensitive personnel and financial information. You must be able to achieve a **National Police Certificate*** (Australia-wide Disclosable Criminal History) – willingness to undergo a criminal record check (afforded by ATSILS).

*Candidates may be required to disclose misconduct (criminal convictions, prosecution investigations etc.,) that prevent an ATSILS Security clearance in relation to any conviction for fraud or other dishonesty related criminal offences in the past seven years. To this end, a preferred candidate must be prepared to consent to a **criminal history check** being conducted (if requested prior to final interviews). **Note:** A criminal history does not automatically preclude selection for interview, and a preliminary check can be discussed with the Human Resources Manager after a candidate has been shortlisted for interview.*
5. **Access, teamwork and communication:** preparedness to work both independently or as part of a busy administration, accounting and information technology team with a willingness to collectively solve problems, communicate with staff and clients alike in a safe, friendly service environment. An ability to take corrective and positive feedback is essential – ***please cite an example of learning on the job in this way in your application.***
6. **Administrative assistance skills:** proven experience in providing prompt practical operational support where you utilise sound data skills. Please provide evidence that you have an ability to liaise (or learn to liaise) clearly with staff and suppliers by telephone and email, and practise routine tasks with financial documents and files including checking bank reconciliations, accounts payable, information technology records, hard-copy and electronic reports, and assisting with online bookings and other arrangements.

DESIRABLE CRITERIA (5)

1. Current First Aid Certificate, workplace health and safety representative training;
2. Database entry and reporting skills highly regarded;
3. Experience working with Aboriginal or Torres Strait Islander clients or service providers;
4. Enrolment in business, human resources, accounting, mathematics, computer sciences/information technology tertiary studies;
5. Experience in working in an Aboriginal or Torres Strait Islander-owned community organisation.

These selection criteria and your responses must be entered into the ATSILS Recruitment Form or online.

This form is available from <http://www.atsils.org.au/job-vacancies>.





D. CORE DUTIES

1. Assist the Finance and Property Officer with the analysis and processing of accounts payable for suppliers across the state;
2. Assist the Finance and Safety Officer in specific duties associated with processing of safety records and payroll including reconciliation of online leave applications with attendance sheets and time cards from regional offices.
3. Assist the Administration team in routine filing and procedural administration services to ensure the efficient management of files, financial archives, personnel records, information technology records, and fleet management documents.
4. Prepare accounts-receivable invoices and distribute as directed, to include tasks such as issuing staff in company-provided accommodation with relevant invoices.
5. Liaise as directed with staff or suppliers with strict attention to detail and timeframes across Queensland on specific administrative assistance on an as required basis.
6. Prepare monthly petty-cash reconciliations or other routine financial tasks for approval by the CFO.
7. Provide financial reporting assistance to the CFO as required.
8. Other duties and responsibilities that may be reasonably allocated by line managers from time to time.

E. TEAM, COMMUNICATION & QUALITY IMPROVEMENT DUTIES

1. Undertake study or training which might be determined by the CEO, and contribute to the professional development of other team-members as required.
2. Take part in workplace health and safety compliance; support other team members to do the same and ensure compliance with emergency and community safety procedures.
3. Contribute to a supportive team environment, through various workplace activities.
4. Participate in annual appraisal of own work; and attend and document regular supervision sessions with the staff to whom you report.





F. CORE COMPETENCIES

Your performance as a Client Service Co-ordinator will be evaluated on the following facets:

- Ability to develop a friendly, culturally competent service to staff and visitors to the office;
- A successful six-month probationary period (as per Work contract);
- The achievement of your agreed workplan, balancing flexible demands with reliability;
- Your ability to communicate (both orally and in writing) in a friendly, confidential manner with internal and external stakeholders (eg. staff and clients);
- Ability to handle a variety of finance and administration duties;
- Confidentiality and attention to detail;
- Your development of supportive relationships with your fellow team members;
- Your reliability in attending as per the agreed hours;
- Your ability to juggle competing priorities reflecting your strong organisational skills.

G. ATSILS Qld Contract and Location

- This position attracts a remuneration package and conditions as per the ATSILS Contract. The starting gross salary is from \$42,400 (plus superannuation and leave loading) and ranges above this figure dependent upon experience and qualifications.
- Our standard full-time, fixed term contract is offered, subject to performance and funding. In addition as a Public Benevolent Institution, ATSILS staff have the option to avail themselves of salary sacrificing arrangements in accordance with ATO guidelines. These guidelines may change from time to time dependent on changes to legislation.
- ATSILS offers study leave, for approved work-related courses after a qualifying period.
- The Aboriginal and Torres Strait Islander Legal Service (Qld) Ltd adheres to the tenets of Equal Opportunity Employment. Aboriginal & Torres Strait Islander candidates are encouraged to apply.
- **Location:** ATSILS Brisbane head office.
- **Hours of service:** normal business hours are 8:30am to 4:30pm. At 1 July 2015 this role entailed working **Wednesday – Thursday – Friday**, and may be subject to variation after consultation.

For further information please contact:

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