

<b>NGANAMPA HEALTH COUNCIL INC. POSITION DESCRIPTION</b>
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<b>Position Title</b>	Accounts & Administration Assistant
<b>Location</b>	Alice Springs
<b>Award</b>	Aboriginal Community Controlled Health Services Award
<b>Responsible to</b>	Chief Financial Officer

<b>KEY RESPONSIBILITIES</b>
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The Accounts & Administration Assistant will perform a range of office and administrative tasks.

<b>JOB DUTIES</b>
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Assist the Accounts Manager with the following tasks:

- Record and issue purchase order (PO) books
- Match POs with invoices and validating their correctness
- Scan POs, invoices and other documents
- Data entry of creditor invoices
- Maintain spreadsheets for FBT returns
- Match invoices with credit card statements and follow up missing invoices and POs
- Create debtor invoices as directed
- Make payments via credit card as requested
- Reconcile creditor statements and follow up missing invoices
- Filing as directed
- Archiving

Assist with duties as directed by the Chief Financial Officer (CFO) as follows:

- Summarise fuel litres used by each vehicle for fuel tax credit purposes and calculate FTC amount due to claim on BAS
- Assist with asset register
- Collect and post mail at the post office
- Enter mail received and sent into the mail register
- Distribute the mail received
- Answer the telephones
- Pick up items from pharmacies and other suppliers as directed by the CFO
- Fill and take mailbags to the airport
- Assist with the pick-up and drop off of vehicles as required



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Last reviewed: May 2018  
Next review due: May 20121

- Ensure fax, printers and photocopier have paper
- Scanning
- Laminating
- Any other tasks as directed by the CFO

Occupational Health Safety and Welfare:

Follow NHC's policies and procedures, particularly in regards to OHS&W. Ensure own work practices are safe.

## SELECTION CRITERIA

### ESSENTIAL

Applicants should address in writing the following (please limit to two pages):

- High attention to detail
- High level of care in work performed
- Experience with online accounting program such as Xero, MYOB or Quickbooks
- Experienced with Debtors/Creditors management and reconciliations
- Competent with Excel and word programs
- Good organisational skills.
- Ability to work as part of a team and learn new skills.
- Ability to work in an Aboriginal controlled organisation.
- Willingness to engage in formal training delivered through an external training provider
- Current manual drivers licence.

## TERMS AND CONDITIONS OF EMPLOYMENT

- This is a short term position.
- New appointments are probationary.



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