



Accounts and Administration Officer POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title: <i>Accounts & Administration Officer</i>	Location: <i>NSW office</i>
Group: <i>Positive Partnerships</i>	Reports to: <i>Senior Administration Coordinator – Positive Partnerships</i>

Organisation Purpose

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family focused & customer driven.	We are passionate about people, about being positive and about what's possible

Team Purpose

Positive Partnerships is a national initiative, part of the Australian Government's *Helping Children with Autism* package. The aim of Positive Partnerships is to support parents/carers and school staff in developing partnerships between home and school, which will lead to improving the outcomes of school aged students on the autism spectrum and related disabilities.

Position Purpose

This Accounts/Administration Officer role will be responsible for real time tracking of workshop expenditure, data input and recording for various project related processes and liaising with the Aspect finance team regarding invoice payments and reconciliations of receipts. They will also provide logistical support with regard to workshop preparation across the country.

Outcomes:

Key Result Area	Requirements & Expectations	Success Indicators
Accounts Management	<ul style="list-style-type: none">• Support & liaise with all PP team members nationally regarding use of expense management to use consistent coding and timely processing• Partner Aspect Finance team in respect of monthly accounts, reporting and budget process• Responsible for consistent coding of all payments• Process the corporate travel file relating to all travel in a timely manner• Track and process receipts and payments of invoices• Undertake a range of operational activities associated with accounts payable including providing an escalation point for complex queries• Ensure jobs are scheduled in accordance with set timeframes• Provide accounts payable batch for processing to Aspect finance team• Manage Cabcharge Plus processing system• Provide support and input to project financial planning processes including monitoring progress	<ul style="list-style-type: none">▪ Identify and investigate all discrepancies to budget▪ Monthly financial deadlines are met▪ High level attention to detail and accuracy▪ Intermediate level Excel skills demonstrated
Equipment co-ordinator	<ul style="list-style-type: none">• Responsible for the allocation and tracking of all Positive Partnerships technical equipment. Laptops, phones, projectors etc	<ul style="list-style-type: none">▪ High organisational skill▪ Attention to detail
Administration	<ul style="list-style-type: none">• Prepare and distribute various professional and business reports, agendas, minutes, memos, letters and other correspondence• Respond to/record phone and email enquiries through the Positive Partnerships phone line and in-boxes and advise PP staff as necessary• Maintain and requisition stationery requirements• Participate in project work as required	<ul style="list-style-type: none">▪ Team player▪ Organised▪ Good IT skills

	<ul style="list-style-type: none"> • Undertake general administrative duties to support other office roles (infoline, printing, packing & TNT etc. • Update admin documents, processes and procedures. • Maintain resource kits used by team leaders for workshop delivery 	
Communication	<ul style="list-style-type: none"> • Ability to communicate effectively and appropriately in a range of situations with colleagues and key stakeholders • Adhere to relevant Aspect policies and guidelines that relate to communications, including but not limited to significant communications, media liaison, privacy and the handling of complaints. 	<ul style="list-style-type: none"> ▪ High standard of written and verbal communication is maintained ▪ Communication is timely and appropriate ▪ Compliance is maintained with Aspect policies and guidelines
Operations	<ul style="list-style-type: none"> • Collaborate with Project Managers and the national team to ensure quality and consistency • Adhere to relevant Aspect policies and procedures and Positive Partnerships Team Guidelines • Adherence to the Australian Government of Education and Training 2015-2019 Contract 	<ul style="list-style-type: none"> • Targets are achieved • Timelines are met • Compliance is maintained with Aspect policies and procedures and Positive Partnerships Team Guidelines
Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.</p> <p>Staff are expected to:</p> <ul style="list-style-type: none"> • Follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support policy and Code of Conduct. • Complete mandatory Code of Conduct training and implement into day to day operations and practice • Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns • Escalate/report other staff practices which deviate from policy/procedure 	<ul style="list-style-type: none"> • Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work • Completion of Code of Conduct on-line training
Work, Health & Safety	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety 	<ul style="list-style-type: none"> • Work, Health & Safety matters are included as part of regular meetings

	<ul style="list-style-type: none"> • Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements • Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. • Exercise duty of care in the health, safety and welfare of students and participants and ensure they are treated with dignity and respect • Participate in the staff consultation process about work health & safety matters 	<ul style="list-style-type: none"> • Identified hazards, issues or risks are evaluated and appropriate management controls are adhered to
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PART B: POSITION CRITERIA :

Capabilities, knowledge and experience	Collaboration	<p>Working effectively with others in Aspect (outside the line of authority) such as peers to accomplish Aspect and school goals and to identify and resolve problems.</p> <p>Work effectively with Project Managers, Coordinators, IT, consultants and other staff to achieve project Provide a central point of contact relating to finance</p>
	Teamwork (Co-operation)	<p>Support a positive team approach that is underpinned by respect, values differences and supports each team member to be their best to contribute to a high quality evidence based program</p> <p>Maintain a stable performance under pressure and/or opposition (such as time pressure, job ambiguity or challenging situations)</p>
	Autonomy and Accountability	Self-manage priorities and deadlines with a high level of personal accountability

	Planning and Organising	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources. Managing multiple tasks to specific deadlines
	Technical/Professional Knowledge	Demonstrate a satisfactory level of technical and professional skills/knowledge in job related areas Understand current developments and trends in areas of expertise.
Qualifications/experience	<ul style="list-style-type: none"> • Tertiary qualification in accounting or equivalent experience • Previous experience as a Data Entry Clerk/Reconciliations Clerk • Strong Microsoft Excel skills • Experience using Microsoft Great Plains would be an advantage 	
Job Requirements	<ul style="list-style-type: none"> • A commitment to continuous improvement and teamwork • Empathy for people with a disability and their families/carers • A current Driver's License • Previous experience in a non-profit organisation (desirable) • Experience in a virtual team (desirable) 	

PART C: APPROVED BY

Position Approved by: (Date) _____