



## POSITION PROFILE

### **PART A: POSITION DESCRIPTION**

<b>Position Title:</b> <i>Accounts &amp; Administration Officer (0.6 FTE)</i>	<b>Location:</b> <i>Sydney- Frenchs Forest- Relocation pending mid 2022</i>
<b>Group:</b> <i>Positive Partnerships</i>	<b>Reports to:</b> <i>Senior Administration Coordinator – Positive Partnerships</i>

### **Organisation Purpose**

<b>Vision</b>	<b>Mission</b>	<b>Values</b>
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:**

<b>Key Result Area</b>	<b>Requirements &amp; Expectations</b>	<b>Success Indicators</b>
Accounts Management	<ul style="list-style-type: none"> <li>• Support and liaise with all team members regarding the use of the expense management system to ensure consistent coding and timely processing</li> <li>• Work with Aspect finance team in respect of monthly accounts, reporting and budget process</li> <li>• Responsible for consistent coding of all payments</li> <li>• Process the corporate travel file relating to all travel in a timely manner</li> <li>• Track and process receipts and payments of invoices</li> <li>• Undertake a range of operational activities associated with accounts payable including providing an escalation point for complex queries</li> <li>• Ensure jobs are scheduled in accordance with set timeframes</li> <li>• Provide accounts payable batch for processing to Aspect finance team</li> <li>• Manage Cabcharge Plus processing system</li> <li>• Provide support and input to project financial planning processes including monitoring progress</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify and investigate all discrepancies to budget</li> <li>▪ Monthly financial deadlines are met</li> <li>▪ High level attention to detail and accuracy</li> <li>▪ Intermediate level Excel skills demonstrated</li> </ul>
Equipment co-ordinator	<ul style="list-style-type: none"> <li>• Responsible for the allocation and tracking of all Positive Partnerships technical equipment. Laptops, phones, projectors etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ High organisational skills evident</li> <li>▪ Attention to detail on display</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Prepare and distribute various professional and business reports, agendas, minutes, memos, letters and other correspondence</li> <li>• Respond to/record phone and email enquiries through the Positive Partnerships phone line and in-</li> </ul>	<ul style="list-style-type: none"> <li>▪ End users responded to in timely manner</li> <li>▪ All documentation developed and distributed accurately and professionally</li> </ul>

	boxes and advise PP staff as necessary <ul style="list-style-type: none"> <li>• Maintain and requisition stationery requirements</li> <li>• Participate in project work as required</li> <li>• Undertake general administrative duties to support other office roles (infoline, printing, packing &amp; TNT etc.</li> <li>• Update admin documents, processes and procedures.</li> <li>• Maintain resource kits used by team leaders for workshop delivery</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>• Ability to communicate effectively and appropriately in a range of situations with colleagues and key stakeholders</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ High standard of written and verbal communication is maintained</li> <li>▪ Communication is timely and appropriate</li> <li>▪ Compliance is maintained with Aspect policies and guidelines</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Provide logistical support to staff to ensure quality and consistency across programs and projects</li> <li>• Adhere to relevant Aspect policies and procedures and Positive Partnerships Team Guidelines</li> <li>• Adherence to the Australian Government of Education, Skills and Employment 2021-2024 contract</li> </ul>	<ul style="list-style-type: none"> <li>• Targets are achieved</li> <li>• Timelines are met</li> <li>• Compliance is maintained with Aspect policies and procedures and Positive Partnerships Team Guidelines</li> </ul>
Work, Health & Safety Requirements	It is a requirement for all staff to: <ul style="list-style-type: none"> <li>• Take Reasonable care for own health and safety</li> <li>• 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</li> <li>• Report unsafe conditions or practices, and make suggestions to their manager on improving work, health &amp; safety at Aspect.</li> <li>• Participate in the staff consultation process about work health &amp; safety matters and contribute as required to decisions affecting staff health, safety and welfare</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated personal responsibility and commitment to safe working practices</li> <li>• Hazards, issues or risks are reported and appropriately acted upon</li> <li>• Work, Health &amp; Safety matters are raised as part of regular meetings</li> </ul>

## **PART B: POSITION CRITERIA :**

Capabilities, knowledge and experience	Collaboration	<ul style="list-style-type: none"> <li>• Demonstrated ability to:</li> <li>• work closely with staff on all operational processes related to program delivery</li> <li>• work closely with the Senior Administration Coordinator to ensure the effective operation of the Positive Partnerships office based team</li> <li>• Contribute to team planning and discussions</li> </ul>
	Teamwork (Co-operation)	<ul style="list-style-type: none"> <li>• 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</li> <li>• Maintain a stable performance under pressure and/or opposition (such as time pressure, job ambiguity or challenging situations)</li> </ul>
	Autonomy and Accountability	<ul style="list-style-type: none"> <li>• Self-manage priorities and deadlines with a high level of personal accountability</li> </ul>
	Planning and Organising	<ul style="list-style-type: none"> <li>• Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources.</li> <li>• Managing multiple tasks to specific deadlines</li> </ul>
	Technical/Professional Knowledge	<ul style="list-style-type: none"> <li>• Demonstrate a satisfactory level of technical and professional skills/knowledge in job related areas</li> <li>• Understand current developments and trends in areas of expertise.</li> </ul>
Qualifications/experience	<ul style="list-style-type: none"> <li>• Tertiary qualification in accounting or equivalent experience</li> <li>• Previous experience as a Data Entry Clerk/Reconciliations Clerk</li> <li>• Strong Microsoft Excel skills</li> <li>• Experience using accounting software would be an advantage</li> </ul>	
Job Requirements	<ul style="list-style-type: none"> <li>• A commitment to continuous improvement and teamwork</li> </ul>	

	<ul style="list-style-type: none"> <li>• A current Driver's License</li> <li>• Previous experience in a non-profit organisation (desirable) Experience in a virtual team (desirable)</li> </ul>
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### ***PART C: APPROVED BY***

Position Approved by: \_\_\_\_\_ (Date) \_\_\_\_\_

### ***PART D: ACKNOWLEDGEMENT OF INCUMBENT***

I have read and understood the requirements of the position

Name: \_\_\_\_\_ (Date) \_\_\_\_\_