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| Anglican Church SQ logo RGB | **POSITION DESCRIPTION** |
| Position Title: | Administration Assistant |
| **Department:** | Financial Services CommissionAnglican Church Southern Queensland |
| **Location:** | Webber House, 439 Ann Street, Brisbane  |
| **Direct Reports:**  | Nil |
| **Reports To:** | Executive Assistant |
| **Date:** | 9 January 2017 |

**Position Purpose:**

The Administration Assistant provides high quality administrative support to the management and staff of the Financial Services Commission.

Working under the direction of the Executive Assistant, the Administration Assistant is responsible for a range of daily and period administrative tasks including incoming and outgoing mail, stationery and office supplies, document archiving, data entry and meeting preparation.

**Organisational Environment:**

Anglican Church Southern Queensland comprises 133 Parishes supporting the Anglican community across geographically diverse locations from the New South Wales border to Bundaberg and west to the Northern Territory and South Australian borders. The Anglican Diocese of Brisbane is a multi-faceted community services organisation with an annual turnover of more than $500 million and is organised into six Commissions overseen by a Diocesan Council:

* Community Services Commission - incorporating Anglicare Southern Queensland (ASQ)
* Diocesan Services Commission
* Ministry Education Commission
* Parishes and Other Mission Agencies Commission
* Anglican Schools Commission
* Financial Services Commission

***Financial Services Commission:***

The Financial Services Commission supports the mission of the Church by ensuring the proper management of all financial, banking, investment and treasury services across the Diocese. The Financial Services team is comprised of a Diocesan Finance Team, ASQ Finance Team and Anglican Financial Services (ANFIN). The ASQ Finance team exists to provide a specialist financial shared services function to support the high volume transaction processing and regulatory needs of ASQ.

**Reporting Relationships:**

Administration Assistant reports to the Executive Assistant to the CFO.

Positions that report to the Administration Assistant are: Nil

**Key Stakeholder Relationships:**

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| Internal: | External: |
| * Financial Services Management team
* FSC staff
* Diocese administration officers
 | * Suppliers, Couriers
* Visitors to FSC
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**Position Specific Requirements & Qualifications:**

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| Mandatory: | Desirable: |
| * Completion of Year 12 or equivalent
* Experience working in a team environment
* National Police Certificate
 | * Work experience in an office environment
* Business/Administration Studies
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**Key Selection Criteria:**

1. Excellent oral and written communication skills.
2. An ability to work within a team environment with minimum supervision.
3. Demonstrated knowledge of spelling and grammar.
4. Demonstrated keyboard speed of at least 35wpm with 99% accuracy.
5. Demonstrated intermediate skills in Microsoft Word and PowerPoint.
6. Interest in a career in administration or accounting.
7. A good understanding of the ethos and governance of the Anglican Church is well regarded, as would previous experience in working for a caring non-profit organisation with similar values.
8. Ability to work effectively, respectfully and collegially in team environment.
9. Evidence of a proactive approach to work, and a willingness to problem-solve tasks and projects.

**Key Accountabilities and Responsibilities:**

1. **Office administration**

**Responsibilities:**

* Open and distribute incoming mail including recording of cheques received and tracking of client correspondence.
* Coordinate outgoing mail including courier bookings, mail franking and preparation of monthly franking report.
* Coordinate FSC stationery requirements including ordering and organising supply cupboards.
* Monitor and maintain supplies of toner, express post envelopes, inter-office envelopes, forms, tea room supplies, etc.
* Keep meeting room and tea room in good order.
* Assist with filing and archiving of finance documents as per corporate document retention policy.
* Assist with preparation for FSC meetings and events including room set up, tidying and catering, if required.
* Assist with basic accounting and data entry tasks including expense recording, invoice coding and collation of contractor timesheets.
* Assist with preparation of high quality documents and presentations including formatting, photocopying, binding and scanning as required.
* Coordinate regular updates to FSC phone directory, FSC SharePoint site and organisation chart.
* Other administrative tasks as directed by the Executive Assistant.
1. **Communication**

**Responsibilities:**

* Proactively communicate with the Executive Assistant to ensure management of priorities and any issues arising.
* Proactively liaise with other Precinct administration officers to ensure smooth functioning of the FSC office.
* Build effective working relationships with colleagues by actively participating in team meetings and events.
1. **Professional Development**

**Responsibilities:**

* Participate in the development and monitoring of a Goal Setting and Development Agreement.
* Actively participate in approved internal and external training activities.
1. **Other Duties**
* Promote and uphold the values of the Financial Services Commission at all times.
* Participate in quality and process improvement activities relevant to the role, including project work to implement approved improvements.
* Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures.
* Do not, during or after employment, disclose information relating to clients and staff or damage the reputation, viability or profitability of the Anglican Church Southern Queensland.
* Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

**Delegation of Authority:**

In accordance with the Financial Delegations of Authority Policy.

**Team Values:**

In all its actions the Financial Services team will be **transparent** in the provision of information, **accountable** in all its actions with financial and other partners, and **diligent** in the pursuit of the mission of the Church.