

BURNETT RESPITE SERVICES INC.

“CARINBUNDF”

“Social and Community Services Award” and “Conditions of the Burnett Respite Services Inc. Enterprise Agreement”

Position Title: Administration Officer

Position Classification: Full-time

Responsible to: Service Manager

Position Purpose:

Operating under general direction, the administration officer will provide administrative support to the Service Manager, Office Manager, Program Coordinators and other Centre staff members as required. The role includes being the first point of contact from the general public and other visitors, performing a range of clerical/administrative duties for the Service such as maintaining systems for general administration and information provision, and assisting in the preparation of reports both financial and general.

Any actions or tasks undertaken by the officer must always uphold the personal dignity and rights of clients of the service.

Position Function:

- Process time sheets, compute and process wage and salary payments and related withholdings. Compile, prepare and maintain payroll reports and statistics;
- Complete basic accounting tasks; e.g. monitoring of all accounts, reconciliation of accounts and undertaking the payment of taxes through IAS and BAS.
- To prepare monthly and mid-monthly accounts for suppliers, including the faxing and posting of remittances, and the use of Microsoft Access, Microsoft Word, and National Online Programs;
- To maintain a correspondence register for the organisation;
- Receipting and banking of all monies for the Fee Account, the Working Account, and the maintenance of Petty Cash accounts;
- Maintain the organisation’s computer system, including modification and/or correction of software systems and the identification of problems;
- To maintain the organisation’s client and supplier database (which includes client files, a client list, client bookings, suppliers, and details for the Post School Services Program) and to use this client information for CSTDA reporting and the preparation of Client Accounts;
- To submit CSTDA reports to DSQ using the ODC internet server;
- To undertake the preparation of Client Booking Letters and Accounts;
- The purchasing of office supplies and the maintenance of office supply cupboard;
- To contribute to the creation of a safe, secure, and attractive environment in which consumers, their families, and staff can interact;
- Provide administrative support to Service Manager, Program Coordinators and Project Officer; and
- Other duties as directed by the Service Manager.

Knowledge Skills and Abilities required to Perform Job Tasks:

- Completion of Year 12 or equivalent combination of experience and training in office administrative procedures relevant to the duties to be performed.
- Demonstrated experience with computer packages for word processing, spreadsheets accounting and communication, preferably with MYOB, Microsoft Word, Excel, Outlook and Access.
- Sound understanding of the operations of a computer network within a small to medium business;
- Sound written and oral communication skills with proven ability to communicate with staff at all levels and members of the public.
- Demonstrated ability to work with limited direction, prioritise and operate both independently and as a member of a small team.
- Ability to be adaptable and flexible.
- Demonstrated understanding of, and commitment to equity principles

Certificates or Licences required:

- Current Queensland Class C: Manual Drivers Licence (original copy to be sighted by Service Manager)
- National Police Check or Blue Card (to be renewed every 2 years at employee’s expense)
- Current First Aid and Resuscitation Certificate (to be updated at the employee’s expense)

Signatures:

Administration Officer

Date:

Service Manager.....

Date: