



## Illawarra Women's Health Centre

### POSITION DESCRIPTION

JOB TITLE: Business Administrator
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Revised June 2021

<b>STATUS:</b>	Permanent part time
<b>HOURS:</b>	up to 20 hours per fortnight
<b>AWARD, SALARY and CONDITIONS</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (depending on qualifications and experience)
<b>RESPONSIBLE TO</b>	General Manager
<b>MANDATORY REQUIREMENTS</b>	Criminal Record Check, current

### REQUIREMENTS

#### Essential

- Relevant qualifications and/or experience in accounting and financial management
- Relevant experience in administration, including human resources.
- Demonstrated experience with accounting software
- Well-developed organisational ability and problem-solving skills
- Ability to work in a multi-disciplinary team
- Ability to work independently
- Ability to work from home
- Feminist understanding/analysis of women's issues/women's health issues

#### Desirable

- Fluency in a community language other than English
- Experience with Xero accounting software, including payroll component
- Understanding of regulatory and legal financial requirements for small business

As per the *Public Health (COVID 19 Vaccination of Health Care Workers) Order 2021*, being vaccinated against COVID-19 is an essential requirement for this position.

**Summary of position:** Responsible for the Centre's financial and human resources administration.

#### Description of Duties

Responsible for the Centre's financial and human resources administration, including but not limited to:

- Maintaining accurate financial records for the Centre, including management of payroll, PAYG, salary packaging, asset register and fringe benefits paperwork

- Working with the General Manager to prepare financial reports and budgets
- Maintaining human resources records, including current personnel files, training register, travel register
- Reviewing and updating contractors arrangements and details as required.
- Ensuring compliance is maintained for funding contracts and the Compliance Register is current for financial, business contracts and human resource entries (including visiting practitioners).
- Reviewing and establishing systems and processes for Centre administration as relevant.

**Generic duties of all staff at Illawarra Women's Health Centre as resources, time and circumstances permit:**

**All staff will work towards the goals of the centre, within a feminist, holistic framework, to promote the health of the diverse women who are our clients and our communities of interest. Staff will always provide respectful service which empowers women and support their rights.**

1. Support orientation of new staff/students and training of casual staff
2. Contribute to Continuous Improvement (Plan Do Check Act Cycle) in respect of own area of work, and broader work of the centre as time and resources permit
3. Collect statistical information for the Centre's data collection as appropriate
4. Contribute to Centre policy development and planning
5. Share knowledge with other members of the Centre team to support professional capacity building
6. Remain alert to themes regarding client/community needs, as expressed by clients
7. Contribute to monitoring and evaluation of own area of work as well as the broader work of the centre as resources, time and circumstances permit
8. Assist in health promotion/community development activities of the centre as time and circumstances permit
9. Network and collaborate with relevant organisations in the pursuit of health outcomes and to support community and professional capacity building
10. Participate in staff development and training, and keep up to date with relevant legislative changes
11. Participate in and prepare for support/supervision meetings as provided and/or group supervision
12. Attend scheduled staff meetings as appropriate and as time allows
13. Work as part of the team, and undertake some centre duties on a shared or "as required" basis, such as answering phone, sharing "housekeeping" tasks such as washing up, watering pot plants, cleaning fridge
14. Represent the centre on occasions as arranged, and as time and circumstances permit.

**Signed:**

**(Staff member)**

**Date:**

**Signed**

**(Manager)**