



Position Title:	Office and Finance Administrator
Award/Agreement:	Social, Community, Home. Care and Disability Services Industry Award 2010
Employment Type:	Full time (38hrs per week) to be worked between 7am and 3pm (or 7.30am to 3.30pm) Monday to Friday (30 minute daily unpaid lunchbreak)
Reports to:	General Manager - Operations
Direct Reports:	None
Organisational relationships	Work closely with Chief Executive Officer, General Manager, Practice Manager, Clinical Director and therapy team, families, students and external professionals as required.

The Learning for Life Autism Centre is committed to the wellbeing and safety of children. We have zero tolerance for child abuse.

Key responsibilities & duties

- Ensure the smooth running of the office and provide a friendly front office entrance for visitors.
- Manage the operation of the reception desk by delivering excellent customer service and support to clients and visitors.
- Provide efficient administrative support to the Chief Executive Officer, Clinical Director and General Manager.
- Provide general administrative support including:
 - answering phone calls and emails;
 - managing incoming and outgoing mail;
 - office management e.g. (stationary/hardware supplies and equipment, travel arrangements);
 - maintain the office condition and arrange necessary repairs;
 - co-ordinating premises improvements, including building works relating to capacity expansion;
 - acting as the EIBI Daily Organiser to monitor and respond to cancellations and rostering changes and provide a handover to the Practice Manager;
 - attending, agenda preparation and minute taking for relevant administrative staff meetings.
- Provide payroll, invoicing and finance support including:
 - process payroll fortnightly including PAYG amounts to be remitted to the ATO and superannuation payments in accordance with delegations;
 - management and submission of returns to the Portable Long Service Leave Authority;
 - process invoice payments and reconcile receipts in accordance with delegations;



- manage client accounts, ensuring that all items are invoiced and paid on time;
 - where relevant, submission of NDIS claims through the NDIS portal;
 - payment of invoices in accordance with delegations and banking protocols;
 - management of MYOB accounting set up and monthly reconciliation of management accounts against bank accounts; and
 - co-ordination with the external auditors for the annual external audit of the organisation's financial accounts.
- Manage any delegated contract and price negotiations with office vendors, service providers and office lease.
 - Liaise with facility management vendors, including cleaning, catering and security services.
 - Coordinate with the external IT department on all office equipment.
 - Acting as Fire and Emergency Evacuation Warden.
 - Notwithstanding the above, other duties as reasonably directed.

Quality and safety

- Ensure privacy and confidentiality is maintained at all times.
- Adherence to quality, risk management and occupational health and safety policies.
- Promote and uphold a workplace free from bullying, harassment and discrimination.
- Assist with risk management identification and ensure that actions are taken to prevent and minimise harm to clients and staff.
- Respond to and/or provide support to staff during incidents and high-risk activities at the centre.
- Inform General Manager/Practice Manager of any outstanding risks.
- Commitment to the Child Safe Standards.

Requirements

- Proven experience as an office manager, front office manager, administrative assistant and/or bookkeeper.
- High School degree; additional trade certification in Business Administration or accounting qualification is desirable
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel, Sharepoint, MS Outlook and MS Teams, in particular)
- Hands on experience with office machines (e.g. fax machines and printers).
- Excellent planning and time management skills and ability to multi-task and prioritise work.
- Excellent written and verbal communication skills.
- Attention to detail and problem-solving skills.



- A creative mind with an ability to suggest improvements.

Conditions

- Any staff member required to drive vehicle in the course of their duties required to hold and present a valid driver's licence
- New employees subject to 6 month probation period
- Employment conditional on current and satisfactory Victorian Working with Children Check, National Police Check Clearance and NDIS Worker Screening Check Clearance.
- Completion of NDIS Worker Orientation Module upon appointment
- Compliance with NDIS Code of Conduct and any Code of Conduct for a professional body relevant to the role
- May be required to participate in First Aid and other occupational training
- Comply with all company policies and procedures and financial/human resources delegations, which may change from time to time
- Out of hours work may be required
- Provide receipts for reimbursement

Employee Signature: _____

Date: _____