

Position Details:

Position Title:	Administration and Accounts Assistant
Employment Type:	Part Time to 30 June 2023 with the intention to extend
Hours of Work:	0.6 FTE

About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is the peak body for community managed mental health services in Tasmania. We represent and promote the interests of our members and work closely with government and agencies to ensure sectoral input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system.

Our purpose:	Strengthen and advocate for our communities and service providers to support the mental health and wellbeing of all Tasmanians
Vision:	Every Tasmanian has access to the resources and support needed for good mental health and wellbeing
Values:	Compassionate and respectful, collaborative, and supportive, responsive and adaptive, leading and engaging

Position Summary:

The Administration and Accounts Assistant is responsible for the processing and reconciliation of financial transactions, human resource, and general office administration including travel coordination, ordering stationery, updating policies and procedures, and responding to telephone and email enquiries. Working closely with the Corporate Services Manager, the Administration and Accounts Assistant will assist in the preparation and dissemination of Board, sub-committee, and team meeting papers.

Relationships:

Reports to:	Corporate Services Manager
Direct reports:	No direct reports

Duties and Responsibilities:

- Processing and reconciliation of accounts payable/receivable, bank, and expense card transactions,
- Assist in the coordination of the financial audit,
- Support the coordination of the MHCT Induction Program including preparation of new staff documentation, workstation set up and scheduling induction meetings for the team,
- Prepare and disseminate Board, subcommittee, and team meeting papers
- Maintain internal policies and procedures, ensuring they are current and accessible,
- Assist in the management and audit of MHCT databases (TEAMS and Stakeholder Register)
- Respond to telephone and email enquiries,
- Support on and offsite meetings and activities including meeting room set up
- Oversee all stationery, kitchen and office supplies, and equipment maintenance,
- Assist staff with travel arrangements, including flight and accommodation bookings and coordination,
- Other administrative duties as required and relevant to the role,
- Work collaboratively with the CEO, management team and MHCT staff.

Required Skills and Personal Attributes:

The position requires a self-motivated professional with a qualification or demonstrated experience in bookkeeping or finance, and office administration. Intermediate Microsoft skills, excellent organisational and time management skills are essential together with the ability to prepare and disseminate meeting papers and take minutes.

Key Performance Indicators:

- Account payable and receivable transactions are processed weekly and in line with MHCT policies and procedures
- All bank and expense card transactions are reconciled monthly,
- New staff induction program is coordinated, and workstation set up is completed within the required timeframes
- Board, subcommittee, and team meeting papers are prepared and disseminated when required
- Meeting minutes accurately reflect discussion with action items recorded
- Internal policies and procedures are reviewed under direction
- MHCT databases are reviewed with process for improvement shared and actioned
- Telephone and email enquiries are responded to in the required timeframes
- Meetings and activities are well supported and set up as required
- Stationery, kitchen, and office supplies are monitored and restocked as needed
- Travel arrangements and bookings are completed and communicated



Selection Criteria:

Essential criteria:

- Demonstrated experience in XERO financial accounting systems
- Experience in financial reconciliations and reporting
- Strong office administration skills including preparing documents, letters, and templates
- Experience in producing meeting documents - agendas, minutes, reports
- Experience in providing administrative support to senior managers and/or Board
- Strong organisational and administrative skills with intermediate computer literacy
- Demonstrated experience in working collaboratively as part of a team

Desirable criteria:

- Qualification in Finance or Accounting
- Experience working within the Community Services sector

November 2022