

Position Description

Position Title:	Executive Support and Finance Officer
Employment Type:	Full Time
Hours of Work:	1 FTE

About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is the peak body representing the mental health and wellbeing needs of all Tasmanians, and the community organisations that work with and support them. We work closely with the government to amplify the voices of our members and Tasmanian communities, to provide 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 Executive Support and Finance Officer is responsible for the finance, payroll, compliance, and human resources functions of MHCT. The role will be responsible for the development and implementation of policies, procedures and workplace health and safety initiatives and the oversight of all funding agreement deliverables. The Executive Support and Finance Officer will provide administrative support to the CEO and MHCT Board and subcommittees.

Relationships:

Reports to:	CEO
Direct reports:	Administration Support Officer

Duties and Responsibilities:

- Ensure MHCT meets all financial, compliance and agency reporting requirements
 - Manage and process MHCT financial and payroll transactions
 - Working with Agility Accounting to ensure accurate financial reporting
 - Manage the Human Resource functions of MHCT to ensure a positive culture
 - Develop and review governance and operational policies and procedures
 - Manage MHCT operational systems, records and documents
 - Coordinate the MHCT's health and wellbeing activities
 - Provide effective administrative support to the CEO, Board and subcommittees
 - Work collaboratively with the CEO, management team and MHCT staff
 - Other duties as required relevant to the role
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Required Skills and Personal Attributes:

The position requires a self-motivated professional with a qualification or demonstrated experience in providing executive support together with bookkeeping experience and an understanding of human resource functions within an organisation. An understanding of quality assurance standards and/or experience in records management together with intermediate Microsoft skills. Excellent organisational and time management skills are essential together with the ability to manage multiple tasks and confidently liaise with board members, government representatives and external stakeholders.

Key Performance Indicators:

- All MHCT financial, compliance and agency reporting are completed within the required timeframes
- All financial transactions are completed by the due date
- Payroll transactions are processed in line with MHCT policies and procedures
- Employee payroll enquiries are responded to in a confidential, professional and timely manner
- Financial reporting is reviewed monthly with anomalies investigated and reported
- Human Resource functions are undertaken professionally and confidentially
- Governance and operational procedures are regularly reviewed and updated
- New policies and procedures are developed using correct format and templates
- MHCT records and documents are stored securely and in an organised manner
- MHCT Health and Wellbeing activities are coordinated in consultation with the CEO and in line with organisational requirements
- The CEO's calendar is managed efficiently and effectively with relevant meeting papers provided prior to meetings
- All Board documentation is prepared and circulated within the required timeframes.



Selection Criteria:

Essential criteria:

- Experience in XERO financial accounting systems
- Intermediate Microsoft Office
- Experience in producing meeting documents - agendas, minutes, reports
- Experience in providing administrative support to CEO and Board
- Demonstrated experience in the management of compliance and contractual reporting
- Strong organisational and administrative skills with intermediate computer literacy
- Demonstrated experience in building and maintaining positive working relationships

Desirable criteria:

- Qualification in Finance
- Experience in supporting Human Resource functions