

Position Title:	Executive Support and Administration Officer
Salary Range:	\$55,200 - \$64,050 Salary packaging available SCHDSI AWARD Level 3/4 (above award conditions offered)
Position Status:	37.5 Hours a week (Full-time); Part-time will also be considered
Position reports to:	Executive Manager

Organisational Context

Tenancy WA is a specialist community legal centre providing assistance to people who rent their home in Western Australia. Tenancy WA provides legal assistance to tenants, community legal education for tenants and professionals, as well as law reform advocacy and test case litigation to advance the rights of tenants in the public interest.

Primary Function

To support the operation of Tenancy WA by providing effective administration, bookkeeping, financial reporting and payroll. The Administration Officer will manage the centre's relationships with finance, IT services and other consultants and supports the Executive Manager and Principal Solicitor.

Office Administration

- Manage administrative staff and volunteers to coordinate the effective administration of the organisation.
- Liaise with external consultants and contractors as required.
- Undertake routine IT duties (fault diagnosis, equipment setup, upload materials to website) and provide initial assistance to staff.
- Implementation of effective record management systems for electronic and hard copy filing systems, including archiving, in accordance with clear approved policies.
- Ensure appropriate maintenance of premises, equipment, manage property lease, cleaning and security contracts.
- Provide administrative support to internal and external meetings as required.
- Coordinate printing and distribution of reports and publications.
- Booking of local and national training workshops, conferences, flights and accommodation as required for all staff.
- Assist in event management including conferences, training workshops, fundraising events as required.

Bookkeeping and Financial Reporting

- Accounts Payable and Receivable.
- Process Wages, Superannuation, Salary Sacrifice and PAYG Tax.
- BAS Preparation and Lodgement, reporting via ATO business portal.

- Prepare monthly general ledger journals and reconciliation of balance sheet and bank accounts.
- Prepare monthly, quarterly and annual budget variance reports and funding acquittal reports as required, in conjunction with external accountant.
- Provide assistance for the Annual Audit.
- Assist in the preparation of annual budget and other budgets as required for new programs, grants and tenders.
- Fixed asset register and depreciation records.
- Receipt Membership fees and donations.

Reporting and Accountability

- Assist the Executive Manager and Principal Solicitor to report to the Board, funding bodies and regulatory bodies by preparing and collating reports.
- Coordinate the preparation of the Annual Report and funding submissions as required.
- Assist the Executive Manager and Principal Solicitor to monitor the implementation of the operational plan.
- Assist with the collation of data/statistics from databases (CLASS and Phone Control).

Payroll and Rostering

- Check and authorise staff time sheets.
- In consultation with the Executive Manager, ensure compliance with relevant industrial relations pay schedules.
- Maintain appropriate staff, volunteer and graduate files.
- Coordinate Advice Line Staff Rostering to provide effective delivery of services.

Other Responsibilities

- Participate in team meetings, planning and review activities.
- Staff meeting preparation, minute taking and distribution of minutes.
- Follow organisation's policies and procedures and act in accordance with agency values.
- Contribute to the ongoing development of the agency.
- Participate in ongoing self- development as required.
- Carry out other duties, consistent with the role, as directed by the Executive Manager.

SELECTION CRITERIA

Essential:

- Demonstrated experience within an office management or administration role.
- High level written and verbal communication skills, including producing high quality documents.
- Well-developed skills and experience in using Word, Excel and MYOB.
- Demonstrated skills and experience in the assistance of developing budgets.

- Experience managing external supplier arrangements, consultants, information systems and finance.
- Demonstrated organisational skills and experience with the ability to produce results under pressure, be innovative, flexible and show initiative.
- Demonstrated commitment to social justice.

Desirable:

- Experience in administration at a community not for profit organisation or experience in administration within a legal practice.
- Experience supervising volunteers or other staff.
- Business, administration diplomas or other relevant qualifications.