

## POSITION DESCRIPTION

<b>Position:</b>	Human Resources and Finance Officer
<b>Location:</b>	Brisbane
<b>Reports to:</b>	Finance Manager
<b>Award:</b>	Social, Community, Home Care & Disability Services Industry Award Level 3.1 – 4.1 depending on qualifications and experience.

### ROLE SPECIFICATION

#### The Organisation

Link-Up (Qld) exists to enhance the life of Aboriginal and Torres Strait Islander people by reuniting those who have experienced enforced separation from their families and communities through adoption, fostering, removal or institutionalisation.

Link-Up (Qld)'s role and function is to:

- Assist Aboriginal and Torres Strait Islander peoples who have been affected by removal policies to identify and locate family members through researching and investigating various sources;
- Assist Aboriginal and Torres Strait Islander peoples who have been affected by removal policies to understand issues relating to dislocation and provide referrals to appropriate support services both formal and informal;
- Support the healing journey of Aboriginal and Torres Strait Islander peoples who have experienced trauma through being separated from their families by reuniting them with family, country and culture where possible; and,
- Assist Aboriginal and Torres Strait Islander peoples to understand trans-generational trauma brought about by their separation, through access to counselling services and post-reunion support groups.

#### Role Purpose

The Human Resources and Finance Officer position will suit someone with a proactive and collaborative approach with relevant skills and knowledge in Human Resources, Accounts Payable, Accounts Receivable, and other general accounts administrative tasks.

Responsibilities include but are not limited to Human Resources support, Staff onboarding, training coordination, general office safety coordination and administrative duties.

Processing general accounts (AP and AR), Payroll, organising and booking staff and clients travel, updating and maintaining personnel files, collaborating in maintaining the company Quality Management System process.

### **Required Qualifications**

A qualification in Human Resources, accounting, finance, business, administration or relevant skills and experience in a related area is desirable.

### **Work of the Role / Duties**

#### **Human Resource Duties:**

- Support the Chief Executive Officer as required in all areas of human resources functions.
- Coordinate staff recruitment, including but is not limited to, job advertising, assistance with the coordination of interviews, including preparation of relevant paperwork for the selection panel.
- Coordinate staff onboarding, this includes preparation of relevant documentation eg. preparation of contracts for Chief Executive Officer signature, creation of staff files and associated documentation, conduct staff induction, ensuring this is completed promptly upon commencement and any other tasks as required and/or requested by the Finance Manager or Chief Executive Officer.
- Actively liaise with staff to maintain the qualification and training register.
- Source and coordinate staff training requirements.
- Provide industry and legislation updates to the Chief Executive Officer and Finance Manager.

#### **Financial Duties:**

- Process payroll
- Process invoices (Accounts Payable & Accounts Receivable)
- Process staff expense claims (reimbursements), travel allowances, cash advances etc.
- Process general journal entries as assigned by Finance Manager
- Reconcile and maintain Petty Cash
- Reconcile bank accounts and work cards
- Follow up on missing Tax invoices to ensure proper bank reconciliations
- Top-up bank accounts and work cards as needed
- Collect receipts/dockets and reconcile Cabcharge, Australia Post and Motorpass fuel cards accounts (monthly)
- Support the Finance Manager with projects and tasks when required
- Support Finance Manager in preparation for Annual Financial Audit
- Provide support as required in preparation for Quality Management System Audit
- Follow company finance processes

#### **Travel Administration:**

- Arrange Board and staff travel.
- Arrange travel for reunions, healing camps and special projects ensuring proper company processes are followed
- Liaise with Travel Agency to organise necessary bookings

- Organise necessary travel changes
- Follow up and reconcile credits when bookings are cancelled

#### **Office Administration:**

- Support reception services and cover reception when required
- Fleet management: organize vehicles servicing accordingly, maintain and file vehicle log sheets, maintain and update vehicle register
- Organise and conduct staff induction
- Assist with the Quality Management System processes as required
- Provide periodic reports as required
- Record keeping and filing
- Organise office maintenance and repairs as required
- Collaborate with reception to maintain appropriate stationary inventory levels and organise reorder of supplies
- Other duties as directed

#### **Self-Management and Team Contribution:**

- Display good behaviour practices in alignment with the organisation's values
- Participate in the Performance Review process
- Contribute to effective team performance and attend team meetings
- Comply with Link-Up (Qld) Policies and Procedures
- Follow all safety procedures and contribute to a safe work environment

#### **Develop and Maintain Linkages:**

- Maintain productive working relationships with stakeholders including but not limited to funding bodies, community agencies and clients.
- Work to foster productive relationships with all staff and Directors at Link-Up (Qld).

***Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. Link-Up (Qld) can direct you to carry out duties which it considers are within your level of skill, competence and training to meet business needs.***

#### **Essential Selection Criteria**

- Strong knowledge and proficiency in MYOB
- Mid to high proficiency in Microsoft Office 365 Suite
- Heightened attention to detail
- Demonstrated understanding of historical and contemporary issues concerning Aboriginal and Torres Strait Islander people
- Able to proactively prioritize tasks and meet deadlines
- Demonstrated ability to work autonomously
- Excellent intra and cross-team communication skills
- Pro-active and collaborative approach
- Good written and oral communication skills
- Adaptability

#### **Desirable Criteria**

- Previous finance officer experience
- Previous administrative experience
- Proven events coordinating experience
- Current driver's license