

Business Administrator

Position:	Business Administrator
Status:	Fulltime/Part-time
Hours of Work:	76 hours per fortnight
Responsible to:	Coordinator
Salary:	Commensurate with qualifications and experience under the SCHCADS Award 2010

Employees may be required on occasion to work outside ordinary hours

Organisation

The North Queensland Combined Women's Services Inc (NQCWS) operates from a broad feminist perspective and is welcoming of all women. The Centre's feminist philosophy embodies an analysis of the subordinate (secondary) position of women in society with a strong commitment to personal and social change.

NQCWS is housed at The Women's Centre, and offers a Specialist Homelessness Service, the Townsville Sexual Assault Support Service and a Women's Health Service. The Women's Centre also provides crisis to medium term counselling, group work, information, support, advocacy, outreach, home visits and appropriate referrals to other service providers.

While working with women, both individually and in groups, The Women's Centre aims to promote social and political change by validating women's stories and experiences, advocating for women's rights through awareness raising, community education and social action.

Purpose

To provide appropriate and timely financial support to the organisation to meet legislative requirements and comply with Service Agreement accountability requirements.

To maintain the organisations tax concessions and exemptions under the Income Tax Assessment Act 1997 and enact employer obligations as instructed through the organisation's governance and policy documents.

To provide accounts and administration systems for accurate and efficient record keeping of the organisation's financial data and operations.

To provide supervision, support and inhouse training to Reception and administration staff.

Accountability

The Business Administrator is accountable to the NQCWS Coordinator and through her to the Management Committee, the staff team, and to service users.

Responsibilities

- To work towards achieving the objectives of NQCWS.
- To demonstrate an understanding and commitment to social justice and feminism and to foster an environment dedicated to the celebration and promotion of feminist principles.
- To meet the requirements of the service agreements with all Government Departments and funding bodies.

Business Administrator

- To attend to all financial, payroll and administrative matters.
- To contribute to the quality system continuous improvement.

Duties

- To contribute to the effective and efficient operation of the organisation on a day to day basis.
- To lead financial matters relating to the organisation, including budgeting, financial performance reports and audit preparation of accounts and grant acquittals, in accordance with due dates.
- To attend to all administrative matters relating to the Service in a timely manner.
- To supervise and provide oversight to the administration team including approving leave and managing performance.
- To be familiar with, understand and implement Service policies and quality systems.
- To participate with the Coordinator, staff, management and the Leadership Team in Women's Centre meetings, in policy formulation and the planning of future directions of the Service.
- Attend staff and leadership meetings as appropriate, sharing on a rotating basis responsibility for taking minutes and meeting facilitation.
- To maintain the organisations obligations under the Workplace Health & Safety Act.
- Other duties as requested by the Coordinator and/or Management Committee.

Administration

- Liaise with government departments to generate and input financial performance reports required by the organisations funding agreements.
- Contribute to the collection of monthly statistics for organisational purposes where required.
Ensure compliance with the Incorporated Associations Act and maintain the organisation's Membership records,,Minutes of meetings and authorised instruments.
- Contribute to the accurate and confidential safekeeping of the organisation's Human Resources records.
- Ensure appropriate maintenance of organisation's assets and property.
- In conjunction with the Co-ordinator and Management Committee, ensure all legal requirements of the organisation are met, including compliance with industrial relations legislation, workers' compensation, and insurance disclosures.
- Organise and prepare the Annual Report and membership information for the Annual General meeting.
- Communicate business information administration including brand identity, website and social media publishing.
- Lead Risk Management strategy to develop of appropriate security compliance for data storage and security of personal information.
- Administer contractual arrangements to provide effective and efficient IT systems support and maintenance.
- Act as the Service representative to ensure compliance with Workplace Health and Safety requirements.
- In conjunction with other staff, contribute to funding submissions and liaison with funding bodies when required.
- In conjunction with the Leadership Team and staff contribute to quality system continuous improvement.

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Financial

- Oversee the recording of all required financial records, including data entry, bank statements, reconciliations, cash receipts and payments journals, funding acquittals and grant ledgers.
- Calculate and complete punctual ATO Business Activity Statements, GST and FBT payment instalments.
- Manage and pay accounts/debtors in a timely manner.
- Manage the organisations fixed asset register, ensure security of investments, minimise risk and implement financial policies for internal control and protection of the organisations finances.
- Preparation of monthly financial reports to the Management Committee and annual financial statements preparation for Annual General Meeting.
- Preparation and submission of financial acquittals required by funding bodies in a timely manner.
- Adhere to organisation budgets, within cost centre allocations and funding guidelines.
- Preparation of documentation, payroll and accounts data for annual audit.
- Fundraising administration and support for events, and donor contributions.
- Oversee the maintenance of property register for insurance purposes.

Payroll

- Ability to authorise and process payroll transactions including timesheet preparation, data entry, batch processing, Superannuation, PAYG payments and entitlement reconciliations.
- Familiarisation with Modern Award and Qld Industrial Relations employment legislation in regard to staff entitlements and ensure that these are communicated to all workers.
- Conduct Salary Packaging in accordance with Salary Sacrifice policy and ATO legislation.
- Supervise staff personnel records and human resources information in a private and confidential manner.
- Maintenance of ATO Exemptions and Fringe Benefits Tax obligations.
- Reconcile Wages at year end and fulfil Group Employer tax obligations including issue of Payment Summaries to current and former staff.
- Manage the organisations payroll liability accounts, including preparation of worksheets on an annual basis to accurately record staff entitlements and redundancy forecasts.

Property

- Supervise the Administration Team to manage the organisation's property and resources to function efficiently and effectively rectify breakdowns and repairs in a timely manner.
- In conjunction with the Senior Receptionist ensure the organisation's vehicles are roadworthy and comply with service schedules and insurance requirements.
- Evaluate and provide adequate levels of insurance cover for the organisations property, professional indemnity and public liability needs.
- Obtain competitive quotes and prepare proposal documentation to support grant submissions for the purchase and replacement of property assets.
- Lead the security and safety of premises, including issue of keys and security code information, for staff, volunteers and contractors.

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Information Technology

- In consultation with the Coordinator, develop the rationale, research material and options for IT infrastructure proposals and communication plans.
- Source, implement and update appropriate software systems to provide efficient and effective bookkeeping and account reporting functions.
- Maintain security compliance with legislation, conduct updates and back-up of IT systems data in consultation with IT service providers, Leadership Team and Coordinator.
- Contribute to the effective performance of online platform database systems utilised by the service, including update of access passwords and personnel details.
- Ensure that IT equipment and hardware is updated, replaced and repaired in a timely manner.
- Regularly maintain and update the organisations electronic profiles on the website, Facebook page, and external online platform community database information.

Other

Other duties as requested by the Coordinator and/or Management Committee

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Selection Criteria

Essential Requirements

- Tertiary qualifications in, Business Management, IT Communications, Accountancy or other relevant qualification or equivalent previous experience in a similar occupation.
- Experience of IT and Communications management, business administration and Accounting practice.
- Minimum of 5 years experience with MYOB AccountRight with Payroll or equivalent accounting software.
- Demonstrated knowledge of WH&S compliance, industrial relations, modern awards, and Fair Work legislation.
- Demonstrated ability and knowledge of a range of computer programs including Microsoft Office 365, MS Teams, Sharepoint, email and internet.
- Evidence of time management skills, familiarity with reporting deadlines and effective stress management strategies for a multifaceted corporate NGO.
- Demonstrated high levels of verbal, written and interpersonal communication skills.
- Current Commission for Children, Young Persons and Child Guardian working with Children Blue Card.
- Current valid Queensland, Open, C class driving licence.

Desirable Requirements

- Experience of not-for-profit sector and Incorporated Associations.
- High level of understanding of IT network systems and maintenance, including hardware and software programming and capabilities.
- Good general knowledge of social media, community engagement and fundraising processes.
- First Aid Certificate with CPR or willing to obtain certification.