
POSITION DESCRIPTION

POSITION TITLE:	Administration/Finance Support Officer
PROGRAM AREA:	Corporate Services
SUPERVISOR:	Director, Corporate Services
CLASSIFICATION LEVEL:	Level 5
SALARY RANGE:	Dependent on experience and qualifications
ATTENDANCE & DURATION:	12-month contract, full time
POSITION LOCATION:	Melbourne, Victoria

WHO WE ARE:

The Lowitja Institute is Australia's national institute for Aboriginal and Torres Strait Islander health research, named in honour of its Patron, Dr Lowitja O'Donoghue AC CBE DSG.

Purpose:

To value the health and wellbeing of Aboriginal and Torres Strait Islander peoples

Vision:

The Lowitja Institute will be an authoritative and collective voice for the benefit of Aboriginal and Torres Strait Islander peoples' health and wellbeing

SUMMARY OF POSITION:

The Administration/Finance Support Officer will provide high quality administrative and finance support to all areas of the Lowitja Institute. The role will act as a central contact for staff, external guests, email requests, Institute travel, meetings and events. Under the supervision of the Director, Corporate Services, they will also assist with inputting accounts payable data, corporate card transactions and other related information into our accounting system and managing purchasing.

PRIMARY RESPONSIBILITIES:

1. Provide administrative support, including reception duties of the Institute-wide
2. Be the primary contact for all external communication including welcoming guests, managing the general office telephone number and voice mail and managing the reception and admin email inboxes

3. Manage general office maintenance by liaising with the building manager and organising trades people for any maintenance issues
4. Process office purchasing including obtaining quotes and researching vendors
5. Provide high quality administrative support to the Director of Corporate Services. Responsibilities include, but are not limited to;
 - Assist with HR duties such as policy reviews, OH&S and inductions
 - Assist in organising and preparing for meetings, workshops and other events
6. Provide high quality administrative support to the Finance officer. Responsibilities include, but are not limited to:
 - Assist with the Institutes accounts payable functions
 - Assist with the Institutes payroll functions
 - Process the Institutes travel, accommodation and cab charge requirements
7. Undertake general office duties such as checking and stocking office equipment consumables, generating the kitchen cleaning roster, ensuring stocks of pamphlets and other publications in the reception area are maintained and manage stationery and other office consumables; including mail distribution and collection
8. Undertake internet research and generate contact lists and databases
9. Undertake training opportunities that are appropriate to your role
10. Other duties as directed, which are within position capabilities.

SELECTION CRITERIA:

Essential:

1. A Diploma in Business Administration or equivalent with at least two years subsequent work experience
2. Demonstrated knowledge and understanding of matters concerning Aboriginal and Torres Strait Islander people
3. Demonstrated ability to communicate effectively with Aboriginal and/or Torres Strait Islander people
4. Demonstrated experience in the provision of administration support services
5. Ability to work as an effective team member as well as being able to work independently
6. Well-developed written and oral communication skills
7. Demonstrated computer skills including experience in Outlook, Word, Excel and PowerPoint, high level internet searching skills and proficiency in using other technology and devices
8. Ability to deliver quality work within tight deadlines
9. Attention to details

Desirable:

1. Experience working in a not for profit organisation
2. Experience working in Finance support role

HOW TO APPLY:

To apply for this position please include:

- Your current CV
- A cover letter addressing the key selection criteria.

Please note applications must be submitted through the Lowitja Institute website [<https://www.lowitja.org.au/page/about-us/career-opportunities>]. Closing date is Wednesday 7 August 2019, midnight AEST. Applications that **have not** addressed the key selection criteria **will not** be considered.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.