

POSITION DESCRIPTION



Position	Financial and Administration Assistant
Unit	Administration
Reporting	Executive Officer
Hours of work	30 Hours per week
Status	12-month contract (with possible extension depending on funding)
Salary	Based on SCHADS Award, plus superannuation and 4 weeks annual leave.
Award Conditions	Social, Community, Home Care and Disability Services Industry Award (SCHADS)
Funding	All Government Funded projects/grants
Position Statement	The Finance and Administration Assistant is responsible for supporting the administration and financial arm of FCAQ that includes, FCAQ staff, the FCAQ Board and FCAQ members. This role engages in high-level confidential information and is reporting directly to the Executive Officer. This is a diverse, hands-on role which requires professionalism, interpersonal skilfulness, energy, and attention to detail.
Accountabilities & Responsibilities	
Finance Assistant responsibilities	<ul style="list-style-type: none"> • Work with direction from the FCAQ Treasurer and Executive Officer to assist with the overall financial management function of FCAQ. • Update XERO with daily transactions • Prepare balance sheets • Track and reconcile bank statements • Create cost analysis reports (fixed and variable costs) • Process tax payments • Support monthly payroll and keep organized records • Record accounts payable and accounts receivable • Process invoices and follow up with clients, suppliers and partners as needed • Provide administrative support during budget preparation
Administrative Assistant Responsibilities	<ul style="list-style-type: none"> • Assisting with the distribution, and ongoing communication and correspondence of professional development training for FCAQ members • Assist with the administration associated with the scheduling, and preparation of FCAQ committee meetings and training webinars. • Assist in maintaining databases and portals associated with the FCAQ. • Provide receptionist and administrative support to FCAQ staff and management committee. • Directing phone calls to the appropriate person, taking messages and assisting members when directed. • Organising FCAQ Committee of Management meetings • Maintaining office stocks of resources, stationery, and equipment registers

	<ul style="list-style-type: none"> • Coordinating FCAQ event bookings including venue, catering, materials and RSVPs • Follow instructions and FCAQ procedures in a timely manner • Ensure all files are stored and archived according to policy and procedures • Assist in website maintenance • Attend team meetings as scheduled • Provide administrative support to the Executive Officer.
Media, Publicity and Communication Assistant Responsibilities	<ul style="list-style-type: none"> • Work with direction from the FCAQ Chair to manage publicity and media activities, including handling event enquires, community and organisational requests for promotional involvement. • Contribute to key advertising, communication, sponsorship and media activities • Working in collaboration with relevant staff to create and implement promotional strategies to generate participation and engagement with network partners and FCAQ members. • Assist in website maintenance, including but not limited to banner updates, content and images. • Plan and coordinate social media activities including updates on Twitter and Facebook • Develop and maintain relevant databases, including media contacts. • Maintain the production of a range of publications including the FCAQ newsletters and the FCAQ's annual report.
Events Management	<ul style="list-style-type: none"> • Provide event support for the FCAQ annual conference, in a manner which promotes and encourages participation from a range of stakeholders and for FCAQ Members. • Liaise with key event partners and significant stakeholders to build positive working relationships • Identify and manage suppliers of marketing materials, catering, and other events management logistics. • Identify and manage events personnel including FCAQ staff, volunteers and contractors during an event where required. • Identify and evaluate suitable events/expos to enable exposure. • Develop annual events plans and calendar.
Qualifications and Skills	

Required:

- Maintain a Diploma in Business Administration or equivalent.
- Minimum 12 months experience in a similar position.
- Excellent communication skills
- Ability to resolve conflicts and de-escalate stressful situations.
- Proficient in XERO, Word, PowerPoint and Excel
- Problem-solving skills
- Time management skills
- Demonstrated **ability to work** independently.
- Superior time management skills
- Demonstrated **ability to work** independently.