

Finance & Administration Assistant

The Position

The position of Finance & Administration Assistant is an administration position based in Melbourne and reporting to the Finance & Administration Manager. The position works as part of a team to deliver accounts administration and office coordination functions.

Employer	The Wilderness Society Ltd	Department	Business Operations
Location	Melbourne	Level	3
Tenure	Fixed Term 9mths, Part-time	Hours	22.5 per week
Reports to	Finance & Administration Manager		

Responsibilities

Key Responsibilities
<p>Finance Administration</p> <ul style="list-style-type: none"> ● Processing and follow up of accounts payable invoices and expense reimbursements ● Processing and follow up of accounts receivable invoices ● Organising and uploading all payments via banking portal and advising when they are ready for approval. ● Uploading all credit card transactions, reconciling all credit card holder accounts and liaising with staff to ensure they are coded and authorised correctly ● Other ad hoc finance duties as required <p>Office Maintenance & IT Support Melbourne Office</p> <ul style="list-style-type: none"> ● Conduct and coordinate new employee, volunteer and contractor office inductions ● General Office coordination ● Order stationery & office equipment ● Maintains stock of supplies and resources ● Organises couriers, trips to the post office, banking as necessary ● Deal with all incoming and outgoing mail ● Coordinate Melbourne Office meeting (monthly) ● Acts as key contact for real estate agent and landlord to resolve general building issues as



- they arise
- Organise staff events
 - Water plants
 - General cleaning and maintenance
 - Be available in the office
 - Basic Phone & IT support

WHSW, Risk Management & General

- Participate in the Finance team and Melbourne office meetings.
- Compliance with Work Health, Safety and Wellbeing policies, procedures and legislation at all times.
- Hazards and risks are identified, reported and corrective action undertaken.
- Ensure organisational integrity by operating in accordance with legal and organisational requirements in relation to governance and compliance.
- Organise the tag and testing of electrical equipment
- Convene with P&D as required to organise the WHS requirements
- Adhere to TWS Privacy of Information Policy and Procedure at all times.
- Other ad hoc activities as required.

Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none">• Commitment to The Wilderness Society Vision and Values.• 1 years experience in finance/accounts administration.• Proficiency with finance and payroll systems such as Xero, MYOB or Quickbooks.• 1 years Office Coordination experience• Strong communication skills both verbal and written and a professional phone manner.• Curious, resourceful and able to work independently and ask for help when needed.• An attention to detail and accuracy.• High level of integrity and confidentiality.	<ul style="list-style-type: none">• A proven commitment to and understanding of the not-for-profit sector

Managing for Performance Process

Formal	Informal and Ongoing
<ul style="list-style-type: none">• Induction (4 weeks)• Probation (3 Months)• Development Check In	<ul style="list-style-type: none">• Team Meetings (weekly or fortnightly)• Manager & Employee One on One's (weekly, fortnightly or monthly)