



## Position Description

<b>Title</b>	Administration Officer
<b>Position location</b>	Gordonvale Community Kindergarten (GCK)
<b>Reports to</b>	Director and Volunteer Management Committee (VMC)
<b>Classification</b>	Clerks – Private Sector Award
<b>Primary role</b>	To be responsible to and assist the service Director and Management Committee with matters of an administrative and financial nature and to assist in such duties that may be assigned by the Director from time to time.
<b>Role duties</b>	<p><b>Position Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work according to all of GCK's policies, procedures and standards as covered in the relevant Agreement.</li> <li>• Support all staff to work according to GCK's policies and procedures.</li> <li>• Actively participate in committee meetings, staff meetings and training as required.</li> <li>• Support the Volunteer Management Committee as required.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Provide assistance to educators as required with general office tasks.</li> <li>• Support families to enrol in the service (walk ins, phone, email), process enrolment applications, including waiting list applications, maintain enrolment files.</li> <li>• Support the Director and VMC with maintenance issues relating to buildings and facilities.</li> <li>• Ensure compliance with Workplace Health and Safety regulations including visitor register, safety tests, fire equipment, emergency evacuation procedures and maps, chemical register and MSDS.</li> <li>• Update and lodge all necessary documents with regulatory bodies on behalf of the committee on their commencement.</li> <li>• Maintain blue card portal and register with blue card details for all employees and volunteers.</li> <li>• Act as authorised officer for various government agencies, such as ATO, Office of Fair Trading, ACNC, and ensure lodgements/ requests for information are completed.</li> <li>• Provide assistance to the VMC with researching and writing grant applications, including maintaining the QGrants account on behalf of the organisation to apply for grants, receive funding and provide acquittals.</li> <li>• Create and improve efficiency of systems and procedures based on the service's goals and objectives.</li> </ul>

	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Create and maintain customer records, issue invoices each term, receipt payments and follow up any outstanding debts.</li> <li>• Create and maintain supplier records, making payments as due.</li> <li>• Month end and year end processing for accounts, such as bank reconciliations and preparation of monthly finance reports for committee meetings.</li> <li>• Prepare end of financial year audit and liaise with auditor, in preparation for the Annual General Meeting.</li> </ul> <p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>• Create and maintain staff rosters, schedules and service details.</li> <li>• Create and maintain job descriptions, employee contracts and ensure all employee and contractor inductions are completed.</li> <li>• Process fortnightly payroll, preparing and lodging PAYG, BAS and superannuation, preparing annual payment summaries, and maintaining personnel records.</li> </ul>
	<p><b>Organisational Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Comply with all GCK policies and procedures at all times.</li> <li>• A commitment to meeting and exceeding customer expectations.</li> <li>• To adopt and embrace the kindergarten's values.</li> <li>• To recognise and acknowledge the constraints that affect GCK and assist in making any necessary changes.</li> <li>• To promote GCK to the local and wider communities.</li> <li>• A commitment to work as an effective team member.</li> <li>• To ensure that all communication is completed in a professional and polite manner.</li> <li>• To follow and practice correct fire and emergency evacuation procedures.</li> </ul>
<p><b>Key selection criteria</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Certificate qualification in Business or Bookkeeping preferred.</li> <li>• Prior experience in an administration role including payroll.</li> <li>• Prior experience with Kidsoft CMS an advantage.</li> <li>• Demonstrates recognition, acceptance and respect towards Australia's first people – Aboriginal and Torres Strait Islander people.</li> <li>• Demonstrates an understanding of GCK WH&amp;S policies and procedures practised at the kindergarten.</li> </ul> <p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• Communicates effectively &amp; works collaboratively with colleagues and committee.</li> <li>• Supports a positive team environment based on trust, respect and honesty.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensures professional standards guide practice, interactions and relationships.</li> <li>• Interactions and relationships with colleagues convey respect, equity and displays recognition of each other’s strengths and skills.</li> <li>• Contributes to and participates in discussion at team meetings.</li> <li>• Acknowledges and values the personal strengths, professional experience and diversity of colleagues.</li> </ul> <p><b>Relationship with Children:</b></p> <ul style="list-style-type: none"> <li>• Interactions with children are genuine, warm and responsive.</li> <li>• Collaborative Partnerships with Families and Communities.</li> <li>• Displays a high level of customer service skills.</li> <li>• Effectively communicates with families.</li> </ul> <p><b>Leadership and Service Management:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a support of GCK’s values, goals and objectives</li> <li>• Demonstrates knowledge and understanding of GCK policies and procedures.</li> <li>• Assists in creating a welcoming environment.</li> <li>• Understands the importance of and the action required if a safety risk and hazard is identified.</li> <li>• Assists in the completion of quarterly WH&amp;S inspections by the required time frames.</li> <li>• Participates in and provides feedback to emergency evacuation drills.</li> <li>• Develops a rapport with a diverse range of people.</li> <li>• Displays good interpersonal skills.</li> <li>• Collaborates with team members for in-house professional development.</li> <li>• Displays a good level of oral, written and presentation skills.</li> </ul> <p><b>System Software Competencies:</b></p> <ul style="list-style-type: none"> <li>• MYOB with payroll</li> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> </ul>
<p><b>Additional information</b></p>	<p>The successful applicant will be required to hold a positive notice (Blue card) working with children check. The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.</p>