

# EXECUTIVE ASSISTANT TO DIRECTOR OF FINANCE & BUSINESS SERVICES

## POSITION DESCRIPTION

### FINANCE & BUSINESS SERVICES

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

<b>Position</b>	Executive Assistant to the Director of Finance and Business Services
<b>Program</b>	Finance
<b>Hours</b>	Full Time
<b>Hours per week</b>	38
<b>Duration</b>	Ongoing
<b>Fixed term end date</b>	N/A
<b>Location</b>	Collingwood
<b>Reporting Relationship</b>	This position reports directly to the Director of Finance and Business Services
<b>Effective date</b>	May 2019

## Service Information

The Finance and Business Services team are responsible for the financial and infrastructure management of Anglicare Victoria. The position of Executive Assistant (EA) to the Director of Finance and Business Services supports the director in their role as a senior leader in Anglicare Victoria as well as manage a range of finance and infrastructure function related special projects. The office of the Finance and Business Services is also responsible for management of Anglicare Victoria's motor vehicle fleet, property, COMPASS, Innovative Resources and procurement arrangements.

## Position Objectives

1.	Supporting the Director of Finance and Business Services in the management and administration of their office functions professionally, effectively and efficiently.
2.	Being involved in management and administration of the Director of Finance and Business Services portfolio. This includes attendance in projects and meetings with the director where necessary and appropriate, and monitoring, coordinating and following up on activities and tasks that are required out of these projects and meetings.
3.	Representing the Director of Finance and Business Services as and when required.
4.	Participating and being involved in other Anglicare Victoria activities considered necessary and appropriate by the Director of Finance and Business Services.
5.	Provision of professional and competent management of special projects that support development and implementation of finance policies, processes and systems to ensure the effective operation of the finance function.

## Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Manage and coordinate the workflow of the Office of the Director of Finance and Business Services, by regularly reviewing diary, meeting and travel demands and identifying possible issues which may impact on the activities of the Office of the Director of Finance and Business Services.
2.	Review enquiries and requests from internal (including Anglicare Victoria Board members) and external stakeholders, determine and take appropriate action on behalf of the Director of Finance and Business Services, including redirection of enquiries to appropriate personnel.
3.	<p>Being involved in management and administration of the Director of Finance and Business Services portfolio, including:</p> <ul style="list-style-type: none"> <li>▪ Coordinating meetings of the Director of Finance and Business Services, including attendees, organising pre-briefs where required.</li> <li>▪ Preparation of agendas and minutes of meetings.</li> <li>▪ Attendance in projects and meetings with the Director of Finance and Business Services where necessary and appropriate, and monitoring and coordinating the follow up activities and tasks that are required out of these projects and meetings.</li> <li>▪ Coordination and management of regional and finance function related meetings and engagements.</li> </ul>
4.	<p>Develop, execute and manage special projects for the finance function including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Maintenance of finance related policies and procedures.</li> <li>▪ Supporting the finance team with assignments relating to finance operations, business information and analytics.</li> <li>▪ The development, refinement and maintenance of new and existing reports and analysis.</li> </ul>
5.	Reception cover over lunch on a weekly basis or additionally when required.

## Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

### a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 <p><b>Role Specific</b></p>	1. Demonstrated experience in providing high level executive support in professional, efficient, effective and confidential manner, including the ability to establish work priorities and meet predetermined deadlines and commitments.
	2. Excellent verbal and written communication skills.
	3. Highly experienced in liaising with internal and external stakeholders and senior executives, coupled with the ability to exercise initiative, discretion and maintain a high level of confidentiality.
	4. Demonstrated experience in maintaining confidentiality and professional integrity.
	5. Proven skills in computer applications to accomplish tasks, with high level computing skills in Microsoft Outlook Suite and other applications as appropriate.
	6. Desirable skills, knowledge and experience: <ul style="list-style-type: none"> <li>▪ Previous experience in not-for-profit and/or sector.</li> <li>▪ Demonstrated experience in a finance function.</li> </ul>



## Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

#### Personal Qualities



##### Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

##### Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

##### Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

#### Relationships and Outcomes



##### Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

##### Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

##### Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

#### Leading People



##### Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

##### Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

##### Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

## Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

## Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

## Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### **Employee**

Name:

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Signature:

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Date:

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