

MOSS POSITION DESCRIPTION

Administration Officer

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POSITION	15 hours per week spread across 3 days (days to be negotiated) Temporary 12 month position subject to review To commence mid-January 2019
LOCATION	Broadmeadows
CLASSIFICATION	Social and community services employee Level 3, plus determinations included in the Clerical Transitional pay table; Hourly rate \$31.38 - \$36.37 depending on qualifications and experience; Plus above award conditions; Salary Packaging is available.
AWARD	Social, Community, Home Care and Disability Services Industry Award 2010. MOSS Enterprise Agreement 2018 (subject to registration with the FWC)
REPORTS TO	Administration Team Leader
APPROVED BY	Mark Goodie, CEO
DATE APPROVED	31 st October 2018
APPLICATIONS CLOSE	5pm, Wednesday 5 December 2018

1. Organisational Context

Merri Outreach Support Service (MOSS) was established in 1989 with the aim of providing better access to support, housing and social options for people who experience homelessness or at risk of becoming homeless. MOSS also seeks to address the underlying social and structural causes of homelessness. This is the context from within which all decisions, policies and office procedures are developed.

MOSS provides a range of services to homeless and marginalised, men, women, and children in the North and West Metropolitan Region. The Agency is committed to providing the delivery of holistic team case management to a high needs cross target group.

Following an agreed merger between Merri Outreach Support Service and Banyule Housing Support Group (BHSG), the renamed Banyule Housing Support has become a service response based in the City of Banyule as part of the Transitional Outreach Support Team (TOST). This Administration Officer position represents the administration component of BHSG funded by Banyule City Council.

MOSS currently offers a number of services to homeless people and people experiencing housing vulnerability through a range of programs:

- North and West Regional Children's Resource Program
- Bright Futures – Homeless Children's Specialist Support Service
- Children and Mothers in Mind
- Connections Program (CP)
- Hume Program – transitional support
- Transitional Outreach Support Team (TOST)
- Banyule Housing Support
- Intensive Case Management Initiative (ICMI)
- Crisis Response Program (CRP)
- Youth and Family
- Catchment Youth Refuge
- Brunswick Older Persons' High Rise Support Program
- Brunswick High Rise Volunteer Program
- Housing Support for the Aged (HSAP)
- Shrivings Social Support Group (SSG)
- Banyule Social Support Group (SSG)
- Northcote Social Support Group (SSG)
- Northcote Older Persons' High Rise Support Programs

Merri Outreach Support Service has a strong commitment to research and community development. Consumer participation is highly valued in the planning and management of the Agency.

2. Key Responsibility Areas

You will be part of a team of four Administration Officers in delivering these key responsibility areas:

- Processing and coordination of applications for Police Checks and Working with Children Checks for staff and volunteers
- Assist the Team Leader-Administration with the management and coordination of the agency's fleet of vehicles, including but not limited to the purchasing and leasing of new vehicles, processing insurance claims, liaising with the agency's preferred repairers and undertaking regular vehicle audits
- Petty cash duties including processing claims from staff, reconciliations and replenishment of petty cash floats
- Monthly reconciliation and banking of Foodbank takings, necessitating travel to and from the agency's Foodbank site and the bank
- Weekly reconciliation of the agency's Visa debit cards
- Purchasing goods and services for the agency and on behalf of the agency's clients
- Data entry of credit card transactions into MYOB Accountright
- Monthly reconciliation of the agency's Cabcharge account including communication with Program Leaders regarding program expenditure, investigating any discrepancies, and preparation of reports for entry into MYOB Accountright
- In the absence of the Administration Officer (Bookkeeper) undertake accounts payable and receivable functions using MYOB Accountright
- Assist the Administration Officer-Payroll with the preparation and coordination of staff fortnightly payroll (MYOB) via EFT including personnel record keeping, payment and coordination of salary packaging and superannuation and preparation of monthly reports
- Assist with the administration of various funding activities e.g. NDIS, Family Violence Support Packages
- Answering incoming phone calls and directing these calls to the appropriate staff member, or in their absence taking messages
- Greeting visitors and clients who present in person
- Assist with budget development in consultation with the CEO, Operations Managers and Administration Team members as and when directed
- Participation and assistance in an agency-wide review of the asset and equipment register
- Participation in fortnightly Agency meetings (subject to days worked) and Team meetings
- Active participation in supervision with the Team Leader-Administration
- Participation in Continuous Quality Improvement activities and assistance with policy development as required.
- Work in accordance with MOSS Policies and Procedures
- Other duties as directed

Key Selection Criteria

- 3.1 Demonstrated extensive experience in, and a sound understanding of, administration and accounting practices and principles
- 3.2 Minimum Certificate IV qualification in accounting/finance
- 3.3 Excellent computer skills in the Microsoft Office suite, including Excel, Word, and Outlook
- 3.4 Experience/knowledge of payroll and salary packaging systems
- 3.5 Experience in using MYOB (payroll and accounts)
- 3.6 Demonstrated ability to work independently and show initiative in responding to competing needs and priorities
- 3.7 Demonstrated ability to work and positively contribute as part of a team
- 3.8 Ability to relate and respectfully work with a diverse range of people including service users of the Agency
- 3.9 Current Drivers Licence

3. Desirable

- 4.1 Experience in the community/not for profit sector
- 4.2 Experience in Microsoft Office 365
- 4.3 Experience in Xero accounting software as the agency is exploring migrating to Xero in the first half of 2019

4. Additional Information

Office This position is based at 22 Lakeside Drive, Broadmeadows but travel to other Agency sites will be required

Hours of work The Agency is open Monday to Friday 9am – 5pm.

Website www.merri.org.au

Administration Team

The Administration Team comprises a full-time Team Leader, one full time Administration Officer and one part-time Administration Officer. This dynamic team plays an integral role in the smooth running of MOSS and its 70 employees across 6 sites. The role will at times work closely with the Management Team and have contact with most employees across the agency. The Administration Worker is directly supervised by the Administration Team Leader.

Occupational Health and Safety

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

Equal Opportunity

Merri Outreach Support Service is an Equal Opportunity Employer. All staff members have a responsibility to be familiar with MOSS's Workplace Bullying and Harassment Policy.

Diversity

Merri Outreach Support Service is welcoming of applicants from diverse backgrounds and communities including Aboriginal and Torres Strait Islander people, people from Culturally and Linguistically Diverse (CALD) backgrounds, people who identify as LGBTIQ and people with disabilities.

Child Safe Organisation

Merri Outreach Support Service promotes the safety, wellbeing and inclusion of all children and is committed to practices which instill a child safe culture.

Employment is subject to

- a current Working With Children Check
- a current Police Records Check
- verification of qualifications

Privacy Notification

We are collecting your personal information for the purposes of processing and considering your application for employment. We will use and disclose the information we collect from you only for these purposes. Unsuccessful job applications are retained for six (6) months and then securely destroyed.

Your personal information is kept secure and confidential and managed in accordance with Merri Outreach Support Service's Privacy Policy and Confidentiality Policy.

5. Application process and contact information:

For more information about the position please contact: **Diana Wall 0499 007 668**. Additional information about Merri Outreach Support Service can be found on the website: www.merri.org.au Please address the **Key selection criteria** in your application and include 3 referees, at least one of whom is a current/recent supervisor.

The closing date for applications is: **5pm, Wednesday 5 December 2018**

Please forward applications to:

Mark Goodie
CEO
Merri Outreach Support Service
22 Lakeside Drive
Broadmeadows VIC 3047
Or email: mark@merri.org.au