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| Position: | Administration and Finance Support Officer |
| Employment Status | Part Time 22.5 - 30 Hours per week |
| Classification: | Social Community Health Care and Disability Services Industry Award |
| Responsible to: | Chief Executive Officer via Operations and HR Manager |

About MHCC

The Mental Health Coordinating Council (MHCC) is the peak body for organisations providing community mental health services throughout NSW. MHCC is also a registered training organisation (RTO) delivering mental health training to workers within the mental health community sector.

About the Role

To assist the Mental Health Coordinating Council (MHCC) by undertaking administrative and financial support to aid the MHCC office operating effectively, efficiently and safely at all times and maintaining a reception that is accessible, helpful and courteous to both internal and external stakeholders.

MHCC is seeking a motivated individual with a commitment to high standards; excellent oral and written communication skills; the ability to 'think on their feet and outside the box'; who can multi-task priorities, with exceptional planning and organisation skills whilst maintaining attention to detail.

Experience within the mental health and/or human services sector is advantageous but not essential.

As the Administration and Finance Support Officer you will be responsible for:

- **Reception:** ensuring visitors and phone calls are responded to in a timely manner
- **Administration:** providing administrative support and undertaking general office support functions for MHCC
- **Membership:** maintain a current membership database
- **Accounts payable and receivable:** ensuring all accounts are processed in an accurate and timely manner in liaison with the Finance Officer.
- **Reconciliation:** completion of credit card reconciliations on a monthly basis.

This is a part time (22.5 - 30 hours/ week) 12 month contract position with possibility of extension.

If this sounds like you then apply today by sending your resume and a statement addressing the selection criteria below.

Selection Criteria

The ideal candidate will have proven office administration and basic finance skills including:

- Previous experience providing administrative/ reception support across an organisation
- Knowledge of accounting and finance processes
- Previous experience in accounts payable/ receivable
- Proficient in MS Office Suite
- Exceptional attention to detail and strong procedural skills
- Ability to work both independently and as part of a team
- Excellent written and verbal communication skills, presenting information in a logical and planned manner
- Demonstrate ability to plan, prioritise and work independently to achieve goals and deadlines
- Ability to adapt to and learn new software

Job benefits and perks

Remuneration packaging includes base salary of \$62 -65k (pro rata) based on experience, plus super guarantee contribution, FBT salary packaging and entertainment benefits under our Public Benevolent Institution status available. MHCC offers a flexible working environment.

To Apply

Applications will be reviewed as they are received so you are encouraged to submit your application as soon as possible.

Enquires and written application including resume and cover letter addressing the Criteria outlined above are to be addressed to Erika Hewitt email erika@mhcc.org.au.

The successful applicant will be required to undertake relevant worker screening.

Full Job Description is available from our website www.mhcc.org.au.

Applications that do not address all of the selection criteria will not be considered.

We promote diversity and practice equity. Aboriginal and Torres Strait Islander people, people from different cultural backgrounds, LGBTIQ+ people and people with disabilities are strongly encouraged to apply.

Job Description

About MHCC

The Mental Health Coordinating Council (MHCC) is the peak body for non-government mental health community-managed organisations (CMOs) across New South Wales (NSW). MHCC is a membership based organisation, whose members provide a diversity of psychosocial and clinical services. MHCC advocates recovery oriented and trauma informed practice and works closely with its members and other stakeholders to build capacity and improve mental health service delivery to people with lived experience of mental health conditions, their families and carers in NSW.

MHCC is a Registered Training Organisation (RTO) providing accredited and non-accredited courses and professional development to community sector workers and other stakeholders.

MHCC's Vision

People living with mental health conditions are supported to live meaningful lives in the communities of their choice.

MHCC's Purpose

Empowering community managed mental health in NSW through leadership, advocacy and support

Operational Responsibilities

- General administrative support
- Respond to requests for information and ensure the specific needs of stakeholders and staff are clarified and met in a timely and professional manner
- Provide support for the organisation (including set up and clean up when needed) of functions/ meetings/ seminars/ conferences)
- Preparation (including catering, agenda), minute taking and follow up of staff meetings and other meetings as requested
- Overseeing new memberships in conjunction with the communications team.
- Oversight annual membership renewals including following up payments and ensuring membership details are updated within the CRM as required.
- Data entry as required including the update and maintenance of the customer relation management (CRM) system, ensuring currency, at all times, while working collaboratively with the Communications team to ensure that a current list of memberships is available at all times.
- General reception duties including but not limited to ensuring that all phone calls are answered, visitors are greeted courteously and emails are responded to in a timely manner.
- Ensure the MHCC office environment is safe, clean and inviting for staff and visitors.
- Book travel and accommodation for MHCC staff as requested in line with the MHCC policy.
- Distribute and reconcile Cab charge vouchers in line with MHCC Process.
- Purchasing of approved office equipment and goods (stationery, kitchen supplies and sundries) as required
- Maintain and upkeep office equipment including printers, photocopier, facsimile and telephones to ensure minimal down time and staff safety at all times, utilising specialised technicians as required;

- Oversight MHCCs portable equipment and provide assistance as required. Manage any insurance claims arising for any equipment as required in a timely manner
- Oversight MHCC vehicle requirements including but not limited to:
 - Ensuring registration and insurances are kept valid;
 - Servicing is organised when required to maintain vehicles in good working order;
 - Ensuring Log books are maintained;
 - Ensuring vehicles are sold according to MHCC policy;
 - Manage any motor vehicle insurance claims as required in a timely manner
- Act as MHCC representative and liaise with NSW Health and contractors to provide a central point of contact for repairs and maintenance of the office building, grounds and equipment, provide updates as required
- Oversight staff key and alarm code accessibility and ensure all staff receive a key and alarm code within the first week of employment and that keys are returned and their alarm code is inactivated on a staff members last day.

Financial Responsibilities

- Assist the Finance Officer in activities including but not limited to:
 - Liaise with the Finance Officer to code, enter, verify and reconcile transactions such as accounts payable and receivable
 - Entering all invoices in an accurate and timely manner
 - Liaising with all suppliers regarding accounts payable related queries
 - Maintain the filing systems to ensure accuracy and currency
 - Monthly Credit Card reporting and reconciliation
 - Maintaining the MHCC Asset register
- Reimbursement of approved staff Petty Cash, ensuring petty cash remains balanced at all times.

Teamwork

- Work collaboratively with other members the MHCC Team
- Actively engage with other team members in continuous improvement of the MHCC
- Attendance/ participation at staff/ team meetings as required

General responsibilities

- To understand the aims and objectives of MHCC
- To promote the profile of MHCC in a positive light at all times to the sector and other relevant parties
- Support MHCC to prepare for audits, and other governance requirements
- To abide by the MHCC Policy and Procedures Manual at all times and workplace/ legislative requirements including the Code of Conduct Agreement
- To ensure the practice of Workplace, Health and Safety (WHS) Standards are maintained by self and others
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- Undertake professional development to ensure competencies remain current with industry standards
- Attend/ participate in relevant meetings and industry forums as required
- To participate in an annual performance appraisal
- To seek formal supervision if required
- Use equipment provided in a professional manner
- Other duties as directed by the CEO or MHCC management