

## Position Description Administration Assistant

Rural Financial Counselling Service (RFCS) Gippsland is a Government funded not for profit organisation providing free, confidential, independent business planning and wellness support services to farming and small rural businesses that may be experiencing financial distress.

RFCS Gippsland’s primary objective is to assist clients to implement improvement plans for the financial performance of their business as well as develop strategies to improve personal wellbeing.

The position of Administration Assistant is a pivotal role that provides daily support to the counselling team as well as the management team across three office locations and may be occasionally required to assist the Chair or other members of the board.

A current driver’s licence is essential as occasional travel is required to attend Board and Staff meetings in our current service region over south eastern Victoria. Some after-hours work may be required, and occasional overnight absences may occur for training, conference attendance.

The Administration Assistant position is offered as a part time position [up to 30 hours per week].

**If you join our team, you will have:**

**Personal effectiveness** | Demonstrated ability to manage and adjust work to achieve goals; accept responsibility for mistakes and learn from them; always displaying respect and courtesy to others.

**Team effectiveness** | Collaborative approach for information, learning and effort; understanding and appreciation of diversity in the workplace, capability to work with others to reach common goals; support and building positive and constructive relationships; communicate clearly and concisely ensuring messages are understood; ability to express ideas clearly, listen effectively and provide feedback constructively.

**Organisational effectiveness** | Understanding of how an individual’s role and work contributes to achieving organisational goals; ability to think ahead and plan accordingly.

Our Values	Demonstrated behaviour
INTEGRITY	Respect & trust are our core values & are embedded in everything we do
COMMUNICATION	We value open, honest & authentic communication, recognising diversity of thoughts
RECOGNITION	We recognise & celebrate individual & team effectiveness
IMPROVEMENT	We encourage ‘bigger thinking’ & are focused on continuous improvement

*Our organisational values are underpinned by acceptable workplace behaviours included in our ‘Rules of Engagement’. All staff are required to demonstrate our values and comply with all policies and procedures.*

### Specific responsibilities of the Role:

- Assist with the preparation of Board meeting agendas under the direction of the Executive Officer and Chairman including:
  - Setting up meetings in calendars (use of SharePoint Group calendars).
  - Coordinating venue and catering for all board meetings.
  - Collation and distribution of agenda and supporting documents one week before the meeting.
  - Board minutes – recording and distribution.
  - Ensuring that follow up actions are sent to directors and EO.
- Preparation of bi-monthly staff meeting agendas and supporting documents.
  - Taking and distributing minutes from the meeting.
  - Ensuring that actions are circulated and followed-up.
- Booking venues, accommodation and catering for meetings.
- Maintenance and upkeep of administration functions such as managing service contracts, monitoring compliance registers for action and/or follow up, maintaining asset register, and assisting with fleet management.
- Assisting with financial administration duties such as corporate card reconciliations, coding invoices and entering into finance system, when required.
- Assisting with maintenance and upkeep of record management systems on SharePoint and archiving responsibilities.
- Providing support to other staff when required and duties will include:
  - Answering main telephone number and completing client intake using Salesforce client management system (CMS).
- General administration and office management duties as directed.

### KEY COMPETENCIES:

- *Personal skills:* Organised, pro-active and professional.
- *Well-developed communication skills:* ability to communicate with a diverse range of stakeholders (internal and external).
- *Strong organisational skills:* the ability to multi-task and work under pressure.
- *Self management:* demonstrated ability to self-motivate, plan, manage and prioritise, to meet competing deadlines while working with a range of stakeholders.
- *Technology:* Demonstrated proficiency in IT, including a sound working knowledge of all administrative applications and the ability to use IT programs to enter data and maintain records (use of SharePoint for document management system).
- *Safety:* awareness and understanding of Workplace Health and Safety requirements, and a proven ability to mitigate risks in an employment situation;
- *Privacy & Confidentiality:* demonstrated awareness of privacy and confidentiality legislation and requirements

### Benefits:

- Salary packaging to reduce your taxable income [up to \$15,899 as per ATO guidelines for non-for-profit organisations]
- Flexible work environment
- Supportive team environment

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**Direct Manager:** Executive Officer

**Police Checks:**

The successful applicant will be required to undergo a police check as part of the selection process. The suitability of applicants to perform the role may depend on the results of a criminal history check performed by the relevant police authority.

**Selection process:**

Applicants should submit a covering letter addressing role responsibilities, supported by a resume with details of work history, experience and qualifications.

Please submit applications via RFCS Gippsland Job Board. Copy and paste following link into your browser =>> <https://jobs.swagapp.com/jobs/c4c28dfd-706e-450d-9211-b6adb09c1231>

At interview, applicants will be asked to demonstrate competencies required to perform this role.

**Salary**

Commencing salary \$36.97 per hour, plus superannuation.

This job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role. Duties may be varied and or amended from time to time.

**Kylie Holmes**  
**Executive Officer**  
**RFCS Gippsland**  
[February 2024]