

Position Description

Position Name	Bookkeeping and Human Resources Administration Officer
Position Number	BKHR
Program	Operations
Location	40 Sturt Street, Adelaide
Reporting	Reports to the Operations Manager
Hours of Work	0.63 FTE (24 hrs pw over 4 days by negotiation)
Classification	Social, Community, Home Care and Disability Services Award 2010 Social and Community Services Level 2.1
Salary Package	- FTE Base salary rate is \$71,577.48 - Leave loading @ 17.5% - Superannuation @ 12% - Salary sacrifice option to a maximum of \$15,899 per year
Special Conditions	1. May be required to work from other Employment Options' or external sites 2. Employment is subject to Working with Children Check

BACKGROUND

Employment Options Inc trading as Youth Options is a Public Benevolent Institution.

Youth Options as a community-based organisation has been providing high quality services for over 30 years to people in our local communities, especially to young people, unemployed people, people living with disability and those who experience disadvantage.

We assist disadvantaged people to plan and achieve employment and education goals as we believe that access to sustainable employment is the most critical factor in people being able to achieve their life goals and successfully contribute to society.

People who don't have school or post-school qualifications have disproportionately high rates of joblessness and employment which is erratic, low-paid and low skilled. Consequently, they are also more likely to experience financial distress, homelessness, family disruption, and social exclusion. We seek to address this through approaches including experiential learning programs; foundation skills; career services; mentoring; case management and individual support.

The Human Resources and Assistant Administration Officer role will work closely within the Operations Manager. This role will provide bookkeeping and human resources operational support, which includes support in human resources, finance, information technology and corporate areas.

POSITION OBJECTIVE

The role of the Bookkeeping and Human Resources Administration Officer's is to provide day-to-day bookkeeping, human resources support and administrative assistance to the organisation.

SPECIFIC DUTIES AND ACCOUNTABILITIES

Bookkeeping (Xero)

Together with the Operations Manager:-

Accounts Receivable and Accounts Payable

- Process all accounts receivable and action follow ups
- Process all accounts payable

Payroll

- Manage fortnightly payroll, STP, Leave and ATO payments

Reporting

- Produce timely reports for Bi-Monthly board meeting and management needs
- Reviewing Calxa reports
- Manage financial KPI's on a dashboard

Other

- Monthly manual journals
- Maintain Xero asset register
- Produce portable long service leave returns quarterly
- Process ATO BAS and PAYG returns
- Establish and maintain accurate project budgets
- Support annual financial audit preparation
- Assist as required with NDIS audit

Human Resources (HR Partner)

Together with the Operations Manager:-

Recruitment

- Participate in organising all aspects of recruitment processes for staff, student placements and volunteers
- Manage applicant enquiries and provide advice to applicants regarding the recruitment process
- Create electronic records and procedure agreements and contracts when recruitment occurs
- Arrange inductions and onboarding for new starters

Training and Development

- Support the delivery of annual training plan by arranging events and activities
- Ensure staff maintain compliance by required training in line with their role
- Ensure all HR and organisational development activities are recorded in employees HR Partner records

Performance Management

- Support managers to conduct timely probationary and annual review meetings
- Ensure performance management templates are available electronically in HR Partner.
- Assist the CEO and manager by documenting KPIs, organising sign offs, and ensuring reports are updated.
- Report to the Operations Manager when performance meetings are not occurring on schedule

Records Management.

- Ensure annual reviews, screening checks, probation meetings and annual reviews occur in accordance with policy guidelines.

Administration

- Undertake routine activities of a support nature.
- Provide high quality daily support including undertaking phone duties and providing customer service to visitors, clients and stakeholders.
- Apply established practices and procedures.
- Undertake routine office duties involving filing, recording, and maintenance of an existing records system.
- Other administration tasks as required by Operations Manager and team.

SELECTION CRITERIA

Qualifications

Essential

- Current Working with Children Check.
- RRHAN-EC certificate.
- South Australian 'C' class drivers licence.

Highly Desirable

- Certificate IV Human Resources Management or Qualification in Bookkeeping or Accountancy

Experience:

Essential

- Bookkeeping experience with Xero

Highly Desirable:

- Experience in a busy environment in a similar administration/human resources role.
- Use of Microsoft applications and the Internet in a work context.

Skills, Knowledge and Attitude Requirements

Essential:

REVIEWED 15/9/26

INITIALS

- Knowledge of sound bookkeeping practice
- Knowledge of HR systems and procedures.
- Ability to quickly learn and/or use a range of software systems.
- Manage time effectively, plan and organise workload, follow through and complete tasks to achieve specific goals.
- Developing knowledge of the workplace function and operation.
- Apply basic knowledge of administrative practices and procedures relevant to the workplace.
- Developing knowledge of work practices and policies of the relevant work area.
- A sound level of verbal and written communication skills relevant to the work area.
- Work under direct supervision and ability to take initiative.
- Willingness to be people focused with a helpful and proactive approach to stakeholder and visitor contact and interaction.
- Ability to maintain confidentiality.
- Ability to work sensitively and respectfully with people with cultural and linguistic diversity (CALD).