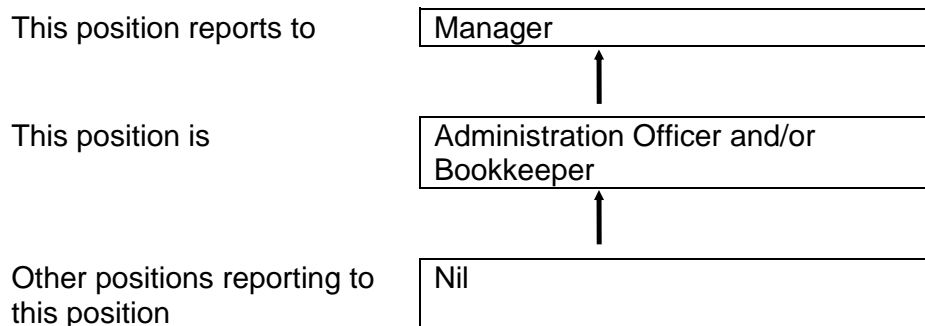


JOB DESCRIPTION

Position Title	Administration Officer and/or Bookkeeper
Accountable to	The Manager
Conditions	<p>Full time combined role 37.5 hours per week OR part time Bookkeeper position 15 hours per week or part time Administration Officer 22.5 hours per week.</p> <p>Centre office hours are Monday – Friday 9 am to 5 pm (8pm Tuesday evenings). Within the requirements of the position, some flexibility of work hours is available in negotiation with the Manager.</p> <p>Appointment is subject to a three month probationary period.</p> <p>Salary packaging is available in accordance with the ELCWA salary packaging policy.</p> <p>Position is dependent on continued position funding.</p>
Award	Position is entitled to provisions under ELC WA Enterprise Bargaining Agreement (EBA) / <i>SACS – WA Award</i>
Remuneration Classification	Level 5.1 \$46,167.53 p.a full time or pro rata if part time. <i>ELC WA EBA</i> plus Superannuation in accordance with the Super Guarantee Payment Employer Contribution
Time in Lieu	Overtime will not be paid but authorised time in lieu may be taken at a time approved by the Manager
Travel	Position may require travel within the metropolitan area

Reporting Relationship



Job Purpose

Provide administration, reception, database support and/or bookkeeping to the Employment Law Centre of WA (ELCWA).

Title	Administration Officer and /or Bookkeeper	Date	February 2010
Agency	The Employment Law Centre of WA (Inc)	Classification	Level 5.1

DUTIES AND RESPONSIBILITIES

ADMINISTRATION

Overall

1. Provide administration, reception, database and general support to ELCWA staff and volunteers;
2. Comply with all ELCWA policies and procedures;
3. Attend staff meetings and training;
4. Work in a safe manner;

Reception

5. Greet clients who attend for an appointment and clients who present at the office for assistance and provide them with information;
6. Answer administration phone line, direct calls to staff, take and pass on messages, check the answering machine each morning and record and pass on the messages;
7. Respond to queries from staff and volunteers;

Office Administration

8. Provide general administration support to the Manager, Principal Solicitor, Solicitor and Community Legal Education Worker as required.
9. Conduct administration training for new staff or volunteers;
10. Ensure staff and volunteer records are maintained and up to date;
11. Responsible for preparing and overseeing the monthly paralegal and volunteer roster in collaboration with the Manager and Principal Solicitor;
12. Coordinate the Evening Legal Service and in-house client appointments;
13. Collect the mail, stamp and receipt mail and distribute to staff. Record outgoing mail and take to post office;
14. Post mail outs (either emails or envelopes) as directed;
15. Type and send correspondence as required;
16. Ensure office supplies and printed brochures/materials are available for use;
17. Order office supplies as required;
18. Run work related errands as requested by the Manager and Principal Solicitor (e.g.: purchasing stationery, arranging printing and binding; banking etc)

Databases

19. Maintain the electronic databases for clients, staff and volunteers;
20. Interrogate and generate statistical reports from the databases on a 6 monthly basis or as required;

Assist the Manager

21. Assist the Manager prepare and implement events such as the National Pro Bono Thank You; Annual General Meeting; ELCWA training; Clerkship events; and other public and internal functions;

22. Assist the Manager as directed in the development of office maintenance systems, policies and procedures;
23. Assist the Manager with other matters as requested by the Manager;

BOOKKEEPING

Overall

1. Provide bookkeeping and general support to ELCWA staff and volunteers;
2. Comply with all ELCWA policies and procedures;
3. Attend staff meetings and training;
4. Work in a safe manner;

Bookkeeping and reporting tasks

5. Enter data and maintain records of payments and receipts for sales, purchases, petty cash, cash receipts, cash payments;
6. Carry out banking as required including depositing funding payments, maintaining petty cash etc;
7. Prepare monthly bank reconciliations, including general journal entries, prepayments, petty cash reconciliation and reconciliations of debtors, creditors and all other control accounts;
8. Prepare the fortnightly payroll and pay advice slips;
9. Reconcile the superannuation entitlements each month and forward the payments to the respective superannuation funds;
10. Keep an accurate record of employee entitlements (salary sacrificing, leave entitlements, salary increments, workers' compensation payments etc) and accruals;
11. Maintain and reconcile the asset register;
12. Create and generate reports (including budget and funding allocations) for monthly Board of Management meetings overseen by the Manager;
13. If requested by the Manager, prepare other financial documents for the annual audit, government grants, the annual report or the Board of Management;
14. Prepare and complete the PAYG and BAS returns to the Australian Taxation Office in consultation with the accountant;
15. Prepare annual payment summaries at the end of the financial year (e.g.: group certificates);
16. Liaise with the accountant and auditor as requested by the Manager;
17. Ensure ELCWA's MYOB program is up to date and functioning correctly at all times; and
18. Use Excel Spreadsheets where required to assist with bookkeeping tasks.

SELECTION CRITERIA

Essential	
Skills and abilities	<ul style="list-style-type: none">• Suitable qualifications in administration, bookkeeping and/or significant relevant experience;• Demonstrated understanding, experience and knowledge of MYOB and/or all Microsoft programs;• Demonstrated ability to work in a diverse team of paid and volunteer workers;• Demonstrated use of initiative, problem solving, time management and the ability to work autonomously and flexibly;• Excellent oral and written communication skills and demonstrated ability to proof read and edit documents effectively; and• Understanding of and sensitivity to, people from diverse cultural, socio economic and linguistic backgrounds.
Desirable	
	<ul style="list-style-type: none">• Knowledge of community legal centres• "A" class licence and access to reliable transport

NOTICE TO APPLICANTS

Selection Criteria

Only applications that address the selection criteria will be considered.

In responding to the selection criteria, applicants should consider the context and scope of the position and should demonstrate appropriate skill levels and knowledge.

Please also provide a brief cover letter, current resume and include details of two contactable referees.

Written applications addressed to:
(marked "Confidential Application")

Manager
Employment Law Centre of WA
PO Box 272
Leederville WA 6903

Email applications sent to:
(marked "Confidential Application")

enquiries@elcwa.org.au

Applications close:

5pm Monday 8 March 2010