

Business Coordinator

Role overview

- Create a welcoming business environment
- Manage and update Wordpress based Website as required
- Liaise with external IT consultants
- Assist advocates in data collection and Excel reporting
- Assist Manager with data analysis, policy review, budget projection and real costings
- Engage with staff in Risk Management, Workplace Health & Safety
- Provide ideas and creativity to business preservation and projections
- Provide evidence, both qualitative and quantitative of client & stakeholder responses and opinions
- Adhere to and exercise confidentiality, privacy principles and discretion
- Show initiative in maintaining a professional and welcoming environment/office facilities
- Be creative, efficient and proactive in the promotion of organisation and information dissemination
- Assist staff with grant applications
- Participate in budget analysis and projections

Some of these tasks will only apply as needed: quarterly, half-yearly, annually

Mandatory attributes

- Current Working with Children and Police Check (or be able to obtain)
- Be mindful of ethics and boundaries and adhere to Code of Conduct
- Principles of social justice and equity for the disadvantaged
- Be efficient and pro-active
- Commit to a process of continuous improvement in his/her sphere of influence

Qualifications & Experience

- A tertiary qualification in Business Management, Finance, Accounting or equivalent
- Proficient with Office 365 package including Excel and Access
- Experience in business, finance and administration, demonstrated ability to manage the commercial and financial affairs of a community organisation and capacity to understand and be accountable for the compliance, governance and financial responsibilities in such management
- Previous experience updating Wordpress website
- Eligibility for membership to relevant professional associations (e.g. AIM, AICD, CA or CPA)
- Excellent service and professional communication skills
- Knowledge & awareness of relevant legislation Anti-discrimination, Human Rights, UN Convention of Rights for People with Disability
- Integrity, adaptability, resilience, resourcefulness and outcome orientation

Employment

- Specific advocacy industry training and supervision provided
- Excellent employment conditions with Award and the option to salary sacrifice
- Work vehicle provided as required during work time

Position

- Level 4.1 – 5.1 SCHADS* Award, permanent part-time of 20 hours per week
- 8:30 am – 2:00 pm Monday to Thursday with ½ hour lunch
- 2 year contract – subject to government funding

Key Selection Criteria

1. Demonstrated capacity to carry out financial and facilities management responsibilities relevant to a disability advocacy environment.
2. Ability to interpret and apply legislation, staff agreements and awards, regulations, policies, guidelines, standards and procedures within a financial management environment.
3. Demonstrated organisational skills with the ability to oversee and astutely manage numerous tasks, prioritise work and meet deadlines.
4. Demonstrated capacity to develop, review and redevelop systems and services to meet the needs of a changing organisational environment.
5. Well-developed communication and interpersonal skills including the ability to liaise, consult and negotiate with internal and external stakeholders.

Application Requirements:-

- Responses to the above Key Selection Criteria
- An outline of your qualifications, relevant experience and capability for this role
- Resume/Curriculum Vitae
- Details of 3 referees (preferably previous line supervisor)

Addressed to:

Mr Keith Duffy

President

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**Social, Community, Home Care & Disability Services Industry Award*