



Workforce and Finance Administrator Position Description

Date:	Name of Employee:
Reports to (<i>position title</i>): Manager – Workforce Development and Learning	Direct Reports: Nil
Conditions:	
<ul style="list-style-type: none"> • Maternity Leave – Part Time – 8 months (with possible extension to 12 months) • Total 19.5 hours per week • Employment Agreement 2015-2018 – Level 4 - \$72,716.80 - \$78,249.60 per annum (38 Hours per week, pro rata 19.5 hours per week) plus 9.5% Superannuation • The position will initially work remotely, with some activities (subject to COVID-safe requirements), being undertaken at Mental Health Victoria’s office, currently in Elsternwick, Melbourne. 	

MENTAL HEALTH VICTORIA

Mental Health Victoria is a not-for-profit, independent organisation providing thought leadership and informed policy perspectives on mental health reform to ensure that people living with mental illness can access the treatment and support they need. Our membership is drawn from organisations that work within or intersect with the mental health system.

Mental Health Victoria specialises in public policy, workforce development and training, and services that build individual, organisational and community capacity. Mental Health Victoria translates best evidence into practice for the benefit of its members and their staff, consumers and communities.

Our services, resources and advocacy efforts are informed by Australian and international best practice.

Our Vision

Is to drive system reform to ensure that people receive the mental health care they need.

Our Purpose

Is to ensure that people living with a mental illness can access effective and appropriate treatment and community support to enable them to participate fully in society.

Our Values

Service - we strive to understand the needs of those we serve and deliver accordingly;

One Team - working together respectfully, valuing each other, to deliver the best outcomes for Members;

Integrity - each individual is accountable for their actions, their honesty and doing the right thing;

Courage - having the courage to deal with change - thinking boldly and finding new ways of doing things;

Achievement - pursuing personal, team and organisational excellence.

SUMMARY OF ROLE

This role has 3 distinct areas of responsibility or key result areas: Finance administration support; MHV Workforce Unit administration support; and general administration and reception backup support.

KEY RESULT AREAS AND ASSOCIATED TASKS/DUTIES

Finance

- Preparing and issuing invoices via QuickBooks
- Creating new items and vendors in QuickBooks
- Maintaining QuickBooks Customers details are up to date
- Following up ageing summary – overdue invoices, including liaising with customers re payments
- Running reports re Conference Ticketing (Eventbrite) for the MHV Accountant
- Preparing credit notes and refunds
- Marking off and processing received payments
- Other financial administration tasks in consultation with the MHV Accountant

Workforce

- Preparing training materials i.e. manuals, evaluations, certificates, zoom links etc.
- Organising courier for training material delivery
- Completing Training Evaluation reports
- Assist with the preparation of course information for the external unit communications including via Mail Chimp
- Ongoing data maintenance in TOD (Training admin database) including:
 - Inputting course/event information into TOD
 - Updating course/event information as required, including triggering the automated communications re notifying staff and registered participants etc.
 - Notifying and liaising with IT Connexions (external database managers) re issues with TOD
- Design and input information for the Training calendar bi yearly
- Minor editing and updating of the MHV website re MHV Workforce Unit pages and content
- Other training administration tasks in consultation with the Manager - Workforce Development and Learning

Administrative and Reception Backup Support

- Contributing to the regular review, documentation and promotion of office administration procedures and policy to relevant staff.
- Supporting Reception duties including phone, email and post collection.
- Minute taking as required

OTHER REQUIREMENTS Terms and conditions

Nil.

AUTHORITY:

This position will work with a fair degree of autonomy within the defined work plan, and objectives.

Execution of the duties is in close consultation with the Manager – Workforce Development and Learning, who is available to provide both assistance in complex problem solving and also work plan interpretation and approach/solution development.

CAPABILITIES REQUIRED

Experience/Knowledge Required

- Experience working in an administrative role
- Excellent oral and written communication skills
- Understanding of the role of peak bodies in the community sector
- Demonstrated ability to work independently, and work cooperatively within a small team
- Demonstrated ability to use QuickBooks, Microsoft Word, Access, Excel, PowerPoint, and other relevant computer software
- Current Victorian Drivers Licence would be an advantage

Technical Capabilities

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| • Microsoft Office | Advanced |
| • PowerPoint | Intermediate |
| • Outlook skills | Advanced |
| • Web | Intermediate |
| • QuickBooks | Intermediate |
| • Mail Chimp | Intermediate |

Qualifications/Certifications Required

Nil