



Position Description

Finance / Admin Trainee Officer

Finance

Wellington | August 2023



POSITION TITLE

Reception and Finance Trainee Officer
Wellington Aboriginal Corporation Health Service

LOCATION

30 Warne Street Wellington

POSITION DESCRIPTION

The Finance / Admin Trainee Officer works as part of the finance team to support the daily running of services for the Finance Department and WACHS programmes

The Finance / Admin Trainee Officer reports directly to the Chief Finance Officer and indirectly to the Financial Officer based in Wellington

KEY RESPONSIBILITIES OF THIS ROLE

- Answer internal and external telephone calls
- Welcome clients/ visitors and notify staff of client's arrival as required
- Assist with customer and staff enquiries
- Assist with and/or complete the following administrative duties as required:
 - Communication i.e. phone, fax, email
 - Filing
- Perform general clerical functions such as sorting and distributing mail
- Resources inventory track and record such as stationary and merchandise
- Process programs travel through Corporate Travel
- Monitor cab charge cards and airport parking cards
- Monitor Coles card sign in and sign out register
- Assist with filing system including registration and scanning of documents, setting up new files and archiving
- Sort and scan invoices to Finance for payment
- Admin and submission of car running sheets
- Perform other work as required
- Maintain confidentiality
- One day per week paid study leave will be offered to the successful candidate on proof of enrollment and attendance to a recognised training course

SKILLS AND EXPERIENCE REQUIRED

Essential Criteria

- Commitment to studying a Certificate III or IV in either Accounting and Bookkeeping or Administration
- Some skills and experience in Office Administration / Reception duties
- Demonstrated organisational, written time management skills, written and verbal communication skills
- Some knowledge and skills in Microsoft package software eg word, email, excel
- The demonstrated ability to work independently and as part of a team
- Knowledge and understanding of the issues that impact Aboriginal people and Aboriginal communities
- Working with Children and Criminal Record check clearances and a current NSW Drivers Licence.

This position is Aboriginal identified. To perform this role, it is essential that the person who holds the role be an Aboriginal or Torres Strait Islander person.

Note: Aboriginality is a genuine occupational qualification for the above position and is authorized under Section 14D of the Anti-Discrimination Act 1977 No. 48

WHO WE ARE

Wellington Aboriginal Corporation Health Service (WACHS) aims to empower targeted Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community-controlled model. Our main services are located in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, and we provide outreach services to other towns and communities through our regional programs

We are an Aboriginal Community Controlled Health Service offering Primary Health Care Services and an Integrated Care program, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.

www.wachs.net.au