



Wuchopperen
HEALTH SERVICE LTD

POSITION DESCRIPTION

Position Title:	Administration Officer, Finance (Specified)
Position Number:	5356
Classification:	Administrative Grade 3 Wuchopperen Health Service Limited Enterprise Agreement 2023
Salary:	\$64,793.84 - \$69,094.62
Location:	Cairns
Reporting Relationship:	Finance Manager

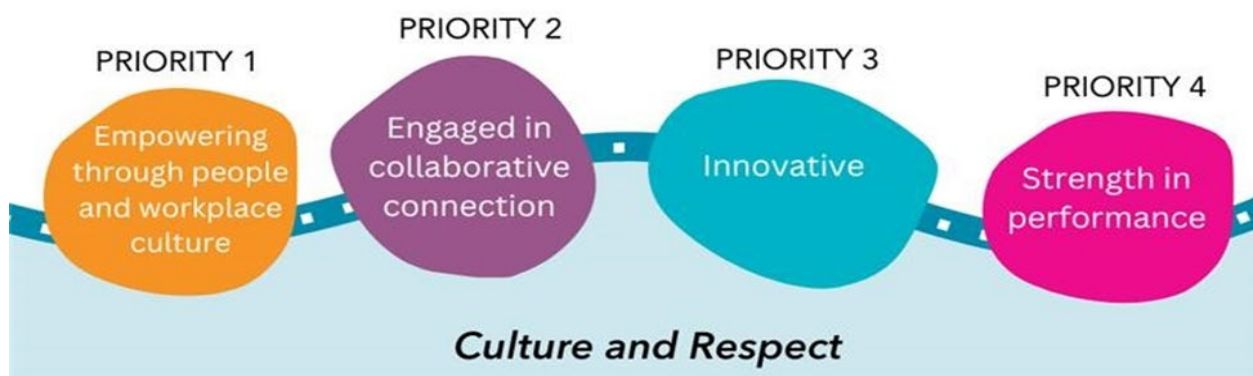
About Wuchopperen

Wuchopperen Health Service Limited (Wuchopperen) is a community connected and controlled organisation with more than 40 years' experience in providing primary health care and social wellbeing services for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen's vision is **keeping our generations growing strong**. Culture underpins a client and community centric service delivery model offering whole of life cycle care and support from pre-birth to eldership (older people).

From humble beginnings in the 1970s, Wuchopperen has grown into a multi-million-dollar enterprise, that is driven by the community, to deliver dynamic and innovative services for the community, and confidently represents, leads through best practice governance.

Our Strategic Priorities



POSITION DESCRIPTION

Our Values and Behaviours



The role:

The Administrator, Finance is responsible for providing quality administrative and clerical support to the Finance function.

This position works closely with other members of the finance team and will provide assistance and guidance to other internal stakeholders within the organisation.

The Administration Officer, Finance is supervised by the Manager, Finance and the position has no supervisory responsibilities.

Key Responsibilities include:

1. Monitor the Finance function email inboxes and respond and action requests.
2. Be responsible for accurate and timely administration of the organisation's petty cash and client brokerage voucher system.
3. Assist staff with fleet vehicle booking enquiries and assist with the organisation's fleet matters as directed.
4. Assist the Finance team with data entry and record management.
5. Carry out projects under supervision and guidance of more senior members of the Finance team.

POSITION DESCRIPTION

6. Provide administrative and clerical support to the Finance team.
7. Participate in organisational and community activities to advance the health and wellbeing of Aboriginal and Torres Strait Islander people.
8. Work within Wuchopperen's Policies and Procedures including the Staff Code of Conduct and the Work Health and Safety requirements and contribute to continuous improvement processes to ensure compliance with relevant standards and safe, effective service delivery.
9. Other duties as required, within your skills, experience and capacity.

Core Capabilities

Assessment of merit for this role will be based on the knowledge, skills and experience, potential for development and personal qualities. The competencies listed below are considered to be the most critical for success in this role.

For applicants to be successful in this role, they should demonstrate:

1. Proficiency in or willingness to learn the use of Microsoft Office Suite, especially Word, Excel and Outlook.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.
3. Extensively developed interpersonal and communication skills including the ability to liaise with a range of stakeholders as well as effectively advocate for Aboriginal and Torres Strait Islander people.
4. Demonstrated ability to work independently and in a multi-disciplinary team environment, prioritise and meet deadlines, deal with matters of a sensitive and confidential nature.
5. Demonstrated ability to meet and work within the core values and behaviours of Wuchopperen Health Service.
6. Good organisational and time management skills including the ability to prioritise tasks and meet deadlines.
7. Excellent attention to detail and eye for accuracy.

Other Requirements

- It is a condition of employment in this role for the employee to be, and remain, vaccinated against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and hepatitis B.
- The Administration Officer, Finance role is a **Specified** position. Applicants for a specified position must provide **a reference from an Aboriginal and/or Torres Strait Islander referee** to support their ability to meet core capability 2 above.
- It is a condition of employment that all employees are holders of a current and valid 'blue card' or Working with Children Check. This is at your cost. Employment cannot continue or commence if you do not have a 'blue card' or if your 'blue card' is withdrawn or is disqualified.

POSITION DESCRIPTION

- Possession of a current CPR certificate or commitment to obtain within the first six weeks of employment is essential (can be obtained by attending training organised internally).
- Possession of a current Queensland “C” or “CA” class driver’s licence is essential.
- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
- Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the client information management systems.

How to apply:

Please submit the following for the panel to assess your suitability. Applications which do not meet these requirements will not be considered.

- Your **resume**, which specifies your contact details, employment history, qualifications and education.
- A supporting **cover letter** of no more than two pages that outlines your experience, skills and knowledge that are relevant to the advertised role. Your written response must reflect the competencies outlined in core capabilities.
- The successful applicant must consent to a broader criminal history check at Wuchopperen’s cost
- Specified reference with application.

Additional information:

- A non-smoking policy is effective in Wuchopperen’s buildings, offices and motor vehicles on all Wuchopperen grounds, across all sites.
- Wuchopperen has a six (6) month probationary period for new employees.
- Employees may be required to work outside of core business hours from time to time.
- Demonstrated commitment to ongoing self-development with a focus on qualifications/skills upgrade.
- Applications must be received by 5 pm on the closing date and can be emailed to recruitment@wuchopperen.org.au