

POSITION DESCRIPTION

Position: Administrative Officer
Reports to: Chief Executive
Location: Bedford Park

About MCERA

The Media Centre for Education Research Australia (MCERA) is a not-for-profit organisation whose vision is to advance education by improving access to education research in the media.

MCERA provides a conduit through which educational research and researchers are made more accessible to the media. MCERA provides journalists and other users with authoritative, independent and accessible insights from education research.

MCERA assists the media to disseminate research-based stories that contribute to community understanding on important education matters by:

- providing the media with a single point of access to a wide range of education research expertise.
- promoting well-informed education news by offering the media access to experts.
- making research findings more accessible and media-friendly.
- supporting educational researchers to more effectively engage with the media.

About the Role

The Administrative Officer role is offered at 0.3FTE, to be negotiated with the successful applicant. Ideally, the role would be undertaken over 3 days/week. The role would be responsible for the basic administrative tasks of the office and Board support.

Key Relationships, Communication and Reporting

- The Administrative Officer reports to the Chief Executive
- The Administrative Officer provides support to the MCERA Board and Committees

Key Responsibilities and Duties

Operational and financial management

- Manage all administrative functions, including maintaining office systems, policies and procedures and working within a records management framework
- Prudently manage MCERA's financial resources including accounts receivable and accounts payable, and responsibility for all payroll functions.
- Ensure compliance with ATO and other legislative requirements as it relates to the payment of wages, superannuation and other employee entitlements
- Prepare sponsorship agreements and all invoicing
- Undertake other duties as directed

Board support

Provide a high-quality administrative support service to the Board and its Committees by:

- compiling and preparing draft agendas, taking minutes, drafting circular resolutions and other correspondence arising from meetings
- assisting with meeting and event coordination
- monitoring meeting action items
- ensuring the timely circulation of meeting papers

Risk management

- Provide advice to CEO on any business risks identified in the processing of the organisation's finances

Technical, Professional/knowledge and experience

Essential

- Previous experience using accounting packages such as MYOB or similar
- Sound knowledge and experience in end to end payroll processing and accounts receivable and payable
- Knowledge of ATO and other legislative requirements as they apply to salary and wages
- Previous experience in providing secretariat support to Boards and Committees
- Exceptional attention to detail and strong written communication skills with the ability to prepare accurate documentation
- Excellent organisational skills and ability to manage multiple demands.
- Ability to work effectively within a small team

Desirable

- Qualifications in business management or a related field