

POSITION DESCRIPTION

Cancer Council Australia is the leading national non-government cancer control organisation. We develop and promote independent, evidence-based policy and information on cancer prevention, detection, treatment and care. We support our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.

JOB TITLE:	Administration Assistant – Receptionist (AAR)	DIVISION:	Corporate Services & Finance
LOCATION:	Sydney	STATUS:	Permanent
REPORTS TO:	Dual Reporting – Head of Finance & Office, Administration & Bequest Manager	HOURS:	35 hours
POSITION NO:	CCA-CSD-06-2022	CREATED:	August 2022

Organisational context

The Administrative Assistant – Receptionist role provides infrastructure support to the organisation in administrative and clerical functions.

Role description

The role sits within the Corporate Services and Finance Team. The AAR supports CCA administration including room and meeting management with WeWork, receipt and management/re-direction of incoming telephone calls, management of incoming and outgoing mail and parcels, archiving, information and complaints email management, PeopleStreme and CSD systems support, and other duties as requested that may include assistance with bequests management and government grant administration.

Primary Accountability

- Due to the broad scope of this role, there is dual reporting responsibilities – it is primarily responsible to the Head of Finance and also responsible to the Office, Administration & Bequests Manager. The specific tasks to be undertaken will determine the line of accountability.

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Other Accountabilities

- Support the Office, Administration & Bequest Manager to ensure the team can effectively meet the requirements of Cancer Council Australia and its clients.
- Manage info and complaints emails.
- Meeting room management within the WeWork booking system and working closely with the internal booking register developed by CCA Digital.
- General office administration including donation certificates.
- Sort and distribute incoming mail – exact scope of work to be determined after WeWork arrangements bedded in.
- Maintain suitable stocks of express and general Australia Post stamps, envelopes and satchels.
- Book couriers as required.
- Maintain stationery stocks, and process replenishment orders.
- Cabcharge management.
- Corporate Traveller statement charges- group charges and forward to relevant manager for authorisation.
- PeopleStreme support – assist to set up/archive staff / training records / record administration.
- CSD Systems support - new supplier set up (back up) / contract review support.
- Assist with donations enquiries (back-up for Assistant Accountant).
- Assist Accounts Officer with company credit card reconciliations and receipting payment invoices in finance system.
- Assist Accounts Officer with COSA member subscription reconciliations.
- Assist Accounts Officer with employee reimbursements.
- Assist with asset register and individual equipment registration (possible bar-coding).
- Other duties as required.

Financial Accountabilities

- Cash donations.
- Processing of invoices for office supplies, couriers, and Australia Post.
- Corporate Traveller statement charges - group charges and forward to relevant manager for authorization.
- Supplier creation (back-up).

Main Challenges

- Managing a busy workload in a fluid and dynamic environment.

Key Relationships

- Head of Finance
- Office, Administration & Bequest Manager
- CSD Team
- Executive Assistant (EA)
- Cancer Council Australia staff
- COSA staff

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Selection Criteria

Essential:

- Strong time management skills.
- Well-developed organisational skills.
- Problem solving and use of initiative.
- Excellent written English and oral communication skills.
- Attention to detail.
- Good interpersonal skills.
- Computer literacy, including experience with word processing.
- Minimum 2 years' experience in a similar role or experience in more senior roles looking to re-enter the workforce.

Desirable:

- Willingness to undertake training in business administration skills.
- Familiarity with spreadsheets, databases, and presentation software.

APPROVED BY:	Chief Executive Officer	Date:	22 August 2022
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