



POSITION DESCRIPTION

JOB TITLE	ADMINISTRATION & ACCOUNTS ASSISTANT
WORK UNIT:	Murin Association, Main Office
LEVEL:	Non Award Contract
LOCATION:	Main Office, Marrara
REPORTS TO	Business and Finance Services Officer

Position Purpose Murin Association Inc is an Aboriginal controlled charitable organisation that provides a range of services to the Wadeye community and broader Daly Region. These include a year-round air, barge and road services and air charters.

As the Administration & Accounts Assistant, you will provide administrative and organisational support to the Business and Finance Services Officer and across the Association’s business units.

The position is located at the Main Office, Marrara (Darwin International Airport) but will be required to work at other locations as needed.

Key Duties The main responsibilities include:

- Perform general office duties including data entry, word processing and management of supplies, consumables and equipment;
- Assisting with production and processing of receipting, invoicing, accounts payable and receivable, processing purchase orders, consignment notes, manifest data entry and ticketing;
- Maintaining appropriate administrative systems, registers, processes, databases and record management ensuring effective and efficient workflows;
- Providing quality customer service via phone and in person and monitoring of generic email accounts and taking action as appropriate or escalating matters to management as required;
- Checking and processing Credit Applications for approval by senior management and verifying supplier invoices for correct information, including products and prices;
- Provide high level support to the Business and Finance Services Officer in payroll preparation, banking tasks, cash reconciliation; and
- Undertake general administrative tasks for the senior management team including filing, data collection as required.

The above list is not exhaustive, and the role may change to meet the overall objectives of the Association.

Other Duties • Fulfil other duties as required by management and other department personnel as requested/required.

- Required qualities**
- Certificate III in Accounts Administration, Business Management or Accounting and Bookkeeping (desirable).
 - Outstanding communication and interpersonal abilities.
 - Well established administrative and organisational skills.
 - Experience with accounting systems (Xero preferred)
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- Professional approach.
 - Ability to work under pressure.
 - Excellent attention to detail.
- Desired competencies**
- Analytical thinking.
 - Initiative.
 - Business awareness.
 - Tenacity.
 - Resilience.
 - Strategic thinking.
 - Positive approach to change.

PERSON SPECIFICATION

- Experience**
- Demonstrated experience in the provision of sound administration support and management.
 - Well developed communication and interpersonal abilities.
 - Excellent organisational skills.
 - Familiarity with office management procedures and basic accounting principles.
 - Demonstrated sound conceptual, analytical, problem solving skills.
- Knowledge**
- Excellent knowledge of MS Office and office management software.)
 - Established understanding and experience in working with Xero (preferred).
- Skills & competencies**
- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
 - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Commerciality:** ability to apply knowledge in a practical, commercial manner.
 - **Teamwork:** willingness to assist and support others as required and get on with team members.
 - **Cultural Awareness:** values diversity and possesses a demonstrated understanding of and sensitivity to Aboriginal cultural issues with the ability to interact effectively and professionally with people of diverse cultures.
 - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- Personal attributes**
- Professional approach (essential).
 - Confident manner (essential).
 - Positive approach to change (essential).

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.