Position Description
Administration Support Officer

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<th>Role Title</th>
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| School Network      | Marlene Moore Flexi Schools Network  
                     | Youth+ Edmund Rice Education Australia                             |
| Position            | Part Time (0.6)                                                     |
| Reports To          | Business Manager (Line Manager) , Principal (Employer)              |
| Band/Wage Scale     | School Officer Award, Queensland Catholic Employing Authority Single Enterprise Collective Agreement Religious Institute Schools of Queensland |
| Closing Date        | 4th of March, 2016                                                  |

BACKGROUND:

Youth+ is an initiative of Edmund Rice Education Australia. Youth+ services including Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education and social inclusion program for young people disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and the Youth+ services respond with a variety of flexible and innovative social inclusion and learning experiences.

Young people include indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and include:

- Those who have had contact with the juvenile justice system;
- Those in the care of the Department of Human Services;
- Those with a history of trauma;
- Those with a history of extended periods of unexplained absences;
- Those who are highly mobile;
- Those with mental illness or at risk of engaging in self harming behaviours or substance abuse;
- Those who have been excluded or repeatedly suspended from school;
- Those who are homeless;
- Those who are young parents;
- Those with a generational history of early school leaving;
- Those with a generational history of unemployment

See www.youthplus.edu.au - Publications for further information.

PRIMARY ROLE PURPOSE:

The person occupying this position will support the Marlene Moore Flexi Schools’ Network (MMFSN) Business Manager with the administration of four Flexible Learning Centres within the ethos and philosophy of Youth+ and Edmund Rice Education Australia.
DUTIES AND RESPONSIBILITIES:

Typical duties and responsibilities include but are not restricted to:

Office Administration
- Maintain regular contact with Network administration staff re day to day administrative matters.
- Undertake general reception duties and answer telephone calls to the main office number.
- Direct general enquiries appropriately and take messages for unavailable members of the Marlene Moore Flexi Schools’ Network team.
- Assist with the administration of the purchase/lease and maintenance of the MMFSN vehicle fleet.
- Assist with the administration of the purchase/lease of capital equipment/purchases across the Network.
- Assist with arranging advertising of vacant positions and organising interview times.
- Organise all stationery requirements of the MMFSN team.
- General filing, copying and scanning.

Finance
- Reconciliation and processing of accounts payable and receivable.
- Reconciliation and processing of monthly credit card statements.
- Reconciliation and processing of petty cash statements.
- Reconciliation and processing of motor vehicle expenses.
- Assist the Business Manager with completion of month-end accounts; including bank reconciliations, accruals, budgets and journal adjustments.
- Complete the payroll for four sites, fortnightly, using our current payroll system.

Reporting
- Assist with the collation and preparation of data for statutory and other reporting requirements for the MMFSN.

Administrative Support
- Provide administrative support to Network Team members.

Plus other duties that arise from time to time that are consistent with this role and facilitate the smooth operation of the MMFSN office and Team.

KEY SELECTION CRITERIA:

- Competent computer skills (i.e. Microsoft Office Suite);
- Ability to adapt to new bookkeeping programmes;
- Ability to work effectively as part of a team as well as independently;
- Payroll experience is beneficial;
- Efficient, organised and able to prioritise competing tasks.
APPLICATION PROCESS:

Applications close **5pm 9 March 2016.** To apply for this role please provide the following documents:

- Response to the Selection Criteria (maximum four pages)
- Cover letter
- A curriculum vitae outlining relevant work history including contact details of at least two referees
- Submit applications to carolyn.england@youthplus.edu.au

For further information contact Carolyn England on 0418 493 538 or Carolyn.england@youthplus.edu.au

Our organisation supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing. All applicants for these positions will be subject to EREA screening procedures.