

Position Description	
<b>Position Title:</b> Administration Assistant	<b>Division:</b> Finance & Corporate Services
<b>Reports To:</b> Administration Manager	<b>Workplace level:</b> Level 6
<b>Loading:</b> Part Time	<b>Special:</b> Will be required to work public holidays and school holidays
<b>Position Created Date:</b> December 2007	<b>Position Review Date:</b> 25 June 2018

## ORGANISATIONAL ENVIRONMENT

### The Organisation

Sovereign Hill is internationally recognised as Australia's foremost outdoor museum. The Sovereign Hill Museums Association is a not-for profit community-based organisation that includes: Sovereign Hill outdoor museum, the Gold Museum, Sovereign Hill Hotel, Blood on the Southern Cross and Narmbool.

### The Department/Area

The Corporate Services Division is integral to Sovereign Hill Museums Association ongoing operations and although it is outside the glare of the public the work undertaken by the division is essential to the organisations capacity to function efficiently and effectively. The Corporate Service Team consists of approximately 14 staff covering Administration, Accounts, Payroll, People and Performance and Information Technology.

## ORGANISATIONAL CHARTER

### Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

### Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

## Values

### **Service**

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

### **Respect**

We will act with respect and free from any form of discrimination in what we say and do

### **Safety**

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

### **Integrity**

We will act in accordance with international and national codes of ethical practice for museums.

### **Responsibility**

We will be a socially and environmentally responsible business and employer.

### **Sustainability**

We will maintain our financial viability and independence by using our resources efficiently and effectively.

PRIMARY ROLE
The Administration Assistant assists in providing accurate and timely accounts and administrative functions within the Administration Department in order to assist the team in providing effective and efficient financial reporting to the organisation

KEY WORKPLACE RELATIONS
<ul style="list-style-type: none"><li>• Administration Manager</li><li>• Manager Accounting &amp; Audit</li><li>• Office Administration Staff</li><li>• Leading Hands</li></ul>

<b>JOB TASKS AND RESPONSIBILITIES</b>	
<b>Key result area</b>	<b>Major activities</b>
Accounts	<ul style="list-style-type: none"> <li>• Undertake level 5 Administration Assistant duties</li> <li>• Process accounts receivable transactions and reconciliations under general supervision</li> <li>• Independently undertake bank reconciliations</li> <li>• Carry out all administrative routines associated with inwards/outwards mail processing, filing, statistical records and other secretarial duties</li> <li>• Perform more complex word processing tasks and regulate own work output to meet organisational requirements</li> <li>• Maintain databases and filing systems</li> <li>• Have an advanced knowledge of the operations and personnel within Sovereign Hill to enable the provision of quality customer service when providing information for enquires</li> <li>• Provide relief administration duties as required</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Ensure work areas are presented at optimum levels</li> <li>• Assist with training staff in a relevant lower level administration position as required</li> <li>• Work cohesively with all team members</li> <li>• Participate in organisational events and promotional activities as required</li> <li>• Contribute to the enhancement of staff knowledge and skills</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Undertake the responsibilities of the position adhering to:               <ul style="list-style-type: none"> <li>➢ SHMA policies and procedures</li> <li>➢ The Sovereign Hill Code of Conduct</li> <li>➢ The Sovereign Hill Workplace Safety Rules</li> <li>➢ Equal Opportunity and anti-discrimination legislation and requirements</li> <li>➢ Occupational Health and Safety (OH&amp;S) legislation and requirements</li> </ul> </li> <li>• Participate in performance reviews including one on ones and eLearning modules through PeopleStreme, meetings, staff training and professional development as and when required</li> <li>• Champion, advocate and enforce all organisational policies, procedures and practices</li> <li>• Foster a culture which values safety as primary consideration in all activities</li> <li>• Other relevant tasks as required</li> </ul>

**KEY SELECTION CRITERIA**

- Previous experience in a similar accounts receivable role is essential
- Cash handling and cash reconciliation experience is essential
- Intermediate computer skills, including a working knowledge of MS Office is essential
- Display high level attention to detail
- Excellent customer service skills
- Must show a strong sense of responsibility, be well organised and be able to prioritise tasks
- Must present in a professional manner at all times
- Must be willing and able to work weekends, public holidays and school holidays

**QUALIFICATIONS**

- Certificate II or III in Business, Office Administration or Accounting, or attainment towards one of these qualifications will be highly regarded

**REQUIRED LICENCES/CERTIFICATES**

- Police Check
- Working With Children Check

**OTHER**

- Must be eligible to work in Australia

**EMPLOYERS APPROVAL OF POSITION DESCRIPTION**

Patrick Clifford

Director Finance & Corporate Services

Signature

Date of approval

Mark Karlovic

Head People, Performance & Legal

Signature

Date of approval

**EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION**

I have received a copy of the Position Description and have read, understood and accept its contents.

Employee Name

Employee Signature

Date