



MHACA

Mental Health Association of Central Australia
14 Lindsay Avenue, Alice Springs | PO Box 2326 Alice Springs NT 0871
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Finance and Administration Officer

POSITION:	Finance and Administration Officer
HOURS:	Full Time/ 38 Hours per week
CLASSIFICATION:	SCHADS Level 3 (\$71,847.36 - \$77,036.34)
LOCATION:	Alice Springs
REPORTS TO:	Corporate Services Manager
ENQUIRIES:	(08) 8950 4600

ABOUT MHACA

MHACA is a specialist psychosocial recovery and mental health promotion organisation with a strong presence and reputation in the community. We strive to make a difference in the lives of people with mental health challenges by supporting participant-driven mental health recovery. Our support services and health promotion programs aim to enhance the mental health and wellbeing of people living in Central Australia through:

- NDIS funded support coordination, capacity building, living skills and recreational activities
- individual and group supports for people experiencing mental health issues
- tenancy support for people experiencing mental health issues who are homeless or at risk of homelessness
- a Day Program offering a Drop-in Centre, group activities and peer support
- mental health promotion campaigns to reduce stigma and encourage help-seeking
- suicide prevention networks and events
- training in mental health first aid, suicide intervention, workplace health and related areas.
- advocacy for improved services at local, State and National levels.

In keeping with MHACA's vision, the Finance and Administration Officer is responsible for supporting the effective functioning of the organisation through the delivery of key organisational systems including, finance, human resources, administration, resource management including our vehicle fleet, policy and procedure, quality and safety, and governance support.

Position summary:

The Finance and Administration Officer will work under the direction of the Corporate Services Manager to provide administrative support to key organisational systems. This role will assist the organisation to manage key tasks, accounts, systems and processes associated with the National Disability Insurance Scheme (NDIS).

The Officer must uphold the vision, objectives and values of the Association and abide by the policies and procedures of MHACA.

The Finance and Administration Officer will be required to effectively maintain the following key areas of responsibility:

Key responsibilities:**Role Specific**

- Under the direction of the Corporate Services Manager, maintain finance and payroll functions to ensure best practice operation and management of financial systems. This includes processing data required for both accounts payable and receivable.
- Compliance and maintenance of the administration office and office shared spaces
- Assist in the management and maintenance of the assets of the organisation, including vehicles and rental properties.
- Assist in the advancement of Continuous Quality Improvement within MHACA.
- When required assist in enquires from participants, visitors and stakeholders to the organisation via phone, email and in person.

General

- Attend meetings and represent MHACA as required.
- Actively participate in the organisation's quality, safety and risk management systems
- Take reasonable care for own safety and that of other people in the workplace.
- Any other duties as required by the organisation.

Selection Criteria:***Essential***

- Qualifications or experience operating computer-based accounting software.
- Significant experience in accurate and timely processing of accounts payable, receivable and payroll.
- Experience working in an administrative environment.
- Ability to work independently and effectively.
- Demonstrated ability to implement administrative and organisational systems.
- High degree of proficiency and experience with Microsoft Word and Excel.
- Demonstrated high level of written and oral communication skills.
- Ability to handle periods of high workload and meet deadlines.
- Excellent interpersonal skills and the ability to relate well with people from a broad range of backgrounds.

Desirable

- Previous experience and knowledge with the accounting software Xero.
- Experience and/or understanding of issues impacting on Aboriginal people in regard to their social and emotional wellbeing.
- Knowledge of Australian mental health and disability policies and frameworks such as the National Mental Health Standards, Nation Disability Insurance Scheme and National Mental Health Strategy.

MHACA Employee benefits include:

- A competitive salary that is above award
- Generous salary packaging, including remote benefits.
- 6 weeks' annual leave and leave loading.
- Superannuation
- Annual Wellbeing Allowance of \$400

- 11 days of personal leave
- Access to an Employment Assistance Program with various services
- Monthly supervision
- A comprehensive training and development program

The successful applicant will be required to provide a current police check, NT Drivers License prior to the commencement of employment.

For further information, please contact Sarah Connor on (08) 8950 4600.

or

visit the MHACA website on www.mhaca.org.au

Applicants must address the Selection Criteria and include a resume and contact details of two current referees.

Please forward to: sarah.connor@mhaca.org.au

Applications close 29th of October 2023