



POSITION DESCRIPTION

Position:	Senior Administration Officer
Employment Type:	30 – 38 hour working week (negotiable)
Reports to:	HCPSL Manager

Primary Responsibilities

The Senior Administration Officer is responsible for the management of HCPSL's administrative services. These services include;

- financial records and reports (Xero)
- policies and procedures
- recording of formal company matters
- keeping of company records
- maintenance of company insurances; and
- day to day management of office activities

Other Responsibilities

Aside from their primary responsibilities the Senior Administration Officer is also responsible for supporting and assisting the Company Manager with the management of;

- OHS and HR
- leases & contracts
- externally funded projects;

Primary Duties

- Financial records and reports (Xero)
 - Process bills & invoices.
 - Manage and process all payroll and associated payments,
 - full-time and casual pays
 - directors fees
 - monthly superannuation remittance
 - annual STP reporting
 - payroll tax
 - Manage and process monthly BAS (including fuel tax calculations).
 - Process monthly journals; including provision for leave entitlements, salary breakdown for projects, admin recharge & unearned revenue relating to projects.
 - Provide reports and financial acquittals for externally funded projects.
 - Provide reports for meetings (board, AGM etc)
 - Conduct membership levy reconciliations and issue invoices for outstanding levies.
 - Liaise with financial auditor to complete annual auditor's report
 - Complete and submit annual;
 - NFP assessment
 - association return
 - ASIC review
- Policies and procedures
 - Maintain company policies and procedures related to;
 - Occupational health and safety (OHS)
 - Human resources (HR)
 - IT and cybersecurity
 - Company governance
- Recording of formal company matters
 - Record and maintain minutes from;
 - committee and special company meetings
 - board meetings
 - annual general meeting
 - Record and maintain confidential information from;
 - company director elections
 - employee interviews and performance reviews
 - meetings with company manager, partners, industry stakeholders and members.

- Keeping of company records
 - Maintain company related documentation including;
 - contracts, leases and agreements
 - official correspondence
 - employee contracts
 - membership records and levy reconciliation
 - seed cane sales (and related documents)
 - pest & disease records
- Maintenance of company insurances
 - Ensure all relevant company insurances are up to date.
- Day to day management of office activities
 - Supervise administration staff
 - Manage employee timesheets
 - Manage office supplies
 - liaising with members, partners, and industry stakeholders as required

Other Duties

- OHS and HR
 - Assist the Company Manager and OHS Officer with managing OHS and HR matters.
 - Liaise with HR service provider (Peninsula) on behalf of the Company Manager to support HR management.
 - Assist Company Manager in developing HR documentation (employee contracts, job descriptions etc)
 - Conduct staff performance reviews with the Company Manager
- Leases & contracts
 - Assist the Company Manager to;
 - develop and maintain employee contracts
 - maintain farm and office leases
 - maintain company and project related contracts
- Externally funded projects
 - Assist the Company Manager by providing financial reporting for externally funded projects.

Requirements

- The successful applicant must;
 - be legally entitled to work in Australia
 - be able to work at least 30 hours per week
 - have access to their own transport to and from work
 - be proficient in, or have the ability to quickly become proficient in, the use of Xero accounting.
 - be proficient in the use of Microsoft Excel and Word and have sound computer skills.
 - have previous experience with managing office administration.
 - have good written and verbal communication skills
 - be efficient and self-motivated with the ability and willingness to work as a part of a team.

- It will be advantageous, but not necessary, for the successful applicant to have;
 - a provisional or open car (C class) licence
 - previous experience or knowledge in the areas of;
 - employee supervision
 - customer/client relations
 - organisational policies and procedures
 - contracts and agreements
 - HR and OHS
 - the sugarcane industry

Salary package

- A salary in line with the position of a Senior Administration Officer under the Clerks – Private Sector Award 2020 and approved by the HCPSL Board; typically above-award pending skills and experience.
- A superannuation contribution in line with the superannuation guarantee rate.
- Leave entitlements
 - 4 weeks annual leave per year with 20% leave loading
 - 10 days sick leave per year
 - Long service leave of 1.3 weeks per year after 10 years.