



## POSITION DESCRIPTION

**TITLE:** Administration and Finance Officer (full-time or .8 EFT)

**REPORTS TO:** Office Manager and Accountant

**AWARD CLASSIFICATION:** Salary will be \$65,000 - \$70,000 (negotiable) p.a. full-time salary (Clerks Private Sector Award 2010, Level 2, Year 1 with an over-award payment). Additional salary packaging available

**HOURS:** 37.5 hours per week

**TYPE OF CONTRACT:** Permanent – Full-time with a six-month probationary period

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### **MISSION:**

The Psychotherapy and Counselling Federation of Australia (PACFA) is a peak body for the counselling and psychotherapy profession in Australia. PACFA is a non-profit federation, made up of individual members, Branches, Colleges, and Member Associations.

PACFA's mission is to advance the counselling and psychotherapy profession and to benefit members of the community who seek the services of counsellors and psychotherapists.

### **POSITION PURPOSE:**

This Administration and Finance Officer will provide administrative support across the organisation including support to the Office Manager and PACFA Accountant. This will principally involve financial duties, including the reconciliation of accounts, and dealing with accounts payable and receivable as well as updating the PACFA job board, organising staff meetings, membership administration, database updates and data checking. The successful candidate will have excellent attention to detail and personal communication skills, and be well-organised. A very good understanding of Excel is also necessary.

This position is based in the Creative Cubes co-working space at 333 Drummond St in Carlton, with the flexibility to work from home up to 2 days a week.

### **KEY RESPONSIBILITIES (50/50):**

#### **Finance and bookkeeping:**

- Accounts payable invoicing including checking approval processes
- Accounts receivable invoicing and banking processing
- Reconciliation of general ledger accounts and end-of-month reporting duties

- Participating in year-end processes
- Performing bank account and credit card reconciliations
- Checking and correcting any identified errors
- Filing
- Liaising with Better Business Basics as required
- Ad-hoc duties as required by Accountant

**Administrative support:**

- Checking, formatting and inputting information on the PACFA's Jobs Board using the CMS
- Liaising with members via email and telephone as required regarding job advertisements, information, accreditation, and CPD endorsement
- Collating application documents, filing and circulating to college committees
- General administrative tasks for the office including ordering stationery, booking meeting rooms, scheduling online meetings and liaising with suppliers.
- Supporting office operations and administration as required
- Assisting the Memberships team including looking up records, checking information, sending passwords, recording RSVPs and answering simple queries
- Supporting Zoom meetings including recording attendance and taking Minutes (these meetings may occasionally be out of normal working hours).
- Additional duties as required

**SELECTION CRITERIA:**

- High attention to detail and level of accuracy
- Excellent interpersonal and time management skills
- Excellent written and verbal communication skills
- Strong ability to multi-task
- Strong work ethic
- Relevant experience in performing financial functions and reconciliations
- Experience in Microsoft Office (particularly Word and Excel)
- Experience in MYOB accounting software preferred
- Customer service experience, or experience in a similar role, will be highly regarded, as will an interest in mental health and counselling

Position description approved: 3 May 2023, Johanna de Wever, CEO