



MHACA

Mental Health Association of Central Australia
14 Lindsay Avenue, Alice Springs | PO Box 2326 Alice Springs NT 0871
p: (08) 8950 4600 | f: 08 8952 1574
e: info@mhaca.org.au | w: www.mhaca.org.au

Position: Administration and Finance Officer

Employment Details: Part-time; 30 hours on a 6-month contract, with the potential to extend.

Remuneration:

- Level 3 MHACA EBA (\$74,541.64 - \$79,930.19) or pro-rata
- 6 weeks annual leave plus staff wellbeing allowance
- Salary packaging available

Location: Alice Springs

Reporting to: Corporate Services Manager

Updated: 11th of February 2025

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 living with mental health challenges by supporting participant-driven mental health recovery and assisting communities and organisations to actively improve their mental health and wellbeing.

Our Values:

BELONGING: Connection - Relationships - Community - Collaboration

HOPE: Optimistic - Courage - Goals - Change

RESPECT: Listen - Kindness - Fairness - Inclusive

HONESTY: Trust - Integrity - Transparent - Accountable

Your Role:

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 MHACA and abide by the policies and procedures of MHACA.

General Responsibilities:

- Represent and advocate for the needs and interests of MHACA participants.
- Work in accordance with MHACA's strategic direction and uphold the values.
- Actively participate in the organisation's quality, safety and risk management systems.
- Abide by the policies and procedures of MHACA.
- Represent and promote MHACA in the wider community.
- Any other duties which may reasonably be expected in relation to the role.

Role 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.
- Interact with MHACA participants, some who have complex histories and behaviours.

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.
- Current NT Driver's License.

Desirable

- Previous experience and knowledge with the accounting software Xero.
- Experience and/or understanding of issues impacting on Aboriginal people regarding 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.

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

Applications must address the selection criteria in a cover letter and include a resume with contact details of two current referees.

Please email your application to hr@mhaca.org.au

Or post to Mental Health Association of Central Australia

PO Box 2326, ALICE SPRINGS, NT 0871

Applications will close 4pm Sunday 23rd of February, however we may arrange interviews earlier with suitable candidates so please apply as soon as possible.

The successful applicant will be required to undergo a National Police and a NDIS Clearance Check.

ACKNOWLEDGEMENT FOR RECEIPT OF POSTION DESCRIPTION

Employee Name (please print) Employee Signature Date