



FINANCE AND ADMINISTRATION ASSISTANT

JOB & PERSON SPECIFICATION

NOVEMBER 2018



JOB SPECIFICATION

POSITION: Finance and Administration Assistant
REPORTS TO: Finance/Operations Manager
LOCATION: Adelaide

Ninti is a professional services firm that works collaboratively with communities and relevant agencies to achieve social and economic development. Ninti draws on its long history of working with Aboriginal and Torres Strait Islander communities and has developed the capacity to translate learning from this experience to a range of development contexts.

About the Role

This position is aimed to provide the successful candidate a varied and challenging role encompassing administration and finance support. This position will provide assistance to the Finance and Payroll Officer and the Finance/Operations Manager in various administrative and finance functions. It is an exciting opportunity for a candidate provide broad support to the Finance team, while developing and building on their finance skills.

Key Responsibilities:

- maintaining a filing system;
- data entry;
- computing GST;
- creating purchase orders;
- providing back up to the finance officer in various financial functions e.g payroll, creditors, superannuation and PAYG;
- purchasing of office supplies;
- archiving of documents;
- minute taking for management meetings;
- other ad hoc duties as they arise.



PERSON SPECIFICATION

About You

The right candidate will be motivated, diligent, organised and willing to learn. We are looking for an enthusiastic professional to help with the day to day administrative tasks involved in the running of our office by supporting staff with general office and finance duties.

The right candidate will possess the following experience/attributes:

- Basic understanding or exposure to accounting will be important
- Some experience in an administration support role would be desirable
- High Attention to detail
- Have proficient computer skills
- A willingness to learn and develop new skills
- Drivers licence

Commencement

This position will commence in early 2019.



HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by email to 23908@hender.com.au

Telephone enquiries are welcome and may be directed to Lucy Dinnison-Mitchell on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.