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## Position Description

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<b>Title:</b>	Business Services Officer
<b>Unit:</b>	Business Services Unit
<b>Reports To:</b>	HR Manager
<b>Time Fraction:</b>	Full-time
<b>Salary:</b>	\$50,000 plus super
<b>Employment Status:</b>	12 months maximum term
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

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### Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality policy development and advocacy
- Quality Partnership & Networks

### Unit Overview

The Business Services Unit role is to support and enable VACCHO to reach its strategic goals and operational objectives. This role is achieved by delivering timely, professional and proactive business and support services to the organisation and Membership.

The Unit comprises staff focused on covering Finance, Operations/Administration, Quality and Risk, Human Resources, Communications, ICT, Shared Business Services and Executive Support.

### Role Overview

The purpose of the Business Services Officer position is to provide transactional and administration support across accounts payable, payroll and human resources.

## Key Responsibilities

Accounts Payable	<ul style="list-style-type: none"><li>• Process accounts payable invoices</li><li>• Entering &amp; Updating Vendors</li><li>• Creating invoices</li></ul>
Payroll	<ul style="list-style-type: none"><li>• Enter all new starter information into the payroll system</li><li>• Complete weekly payroll processing</li><li>• Monthly, quarterly and annual payroll reporting and payments ie Super, PAYG statements etc</li></ul>
Human Resources	<ul style="list-style-type: none"><li>• First point of call for HR administration queries</li><li>• Ensure all personnel files are up-to-date</li><li>• Update HR documents</li><li>• Provide recruitment and new starter administration and coordination support</li><li>• Undertake HR Projects</li></ul>

## Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

## Key Selection Criteria

**This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.**

### Skills and experience

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways
- Sound written communication skills, with proven ability to prepare a range of documents using Microsoft office.
- Ability to liaise effectively with a wide range of people at all levels.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.

### Desirable

- Relevant qualifications in finance or human resources