

POSITION DESCRIPTION

POSITION TITLE	Corporate Services Officer
REPORTS TO	Finance Manager
DIRECT REPORTS	None
KEY RELATIONSHIPS	<i>Internal:</i> CEO, Finance Manager other YACWA staff <i>External:</i> YACWA suppliers and contractors, youth and community sector organisations, various Government Departments, YACWA members and Board.
REMUNERATION	SCHADS Award level 4.1 Plus, super and Annual Leave as per NES.
HOURS	30 hours/week or 0.8 FTE
TERM	N/A
LOCATION	Level 5, 200 Adelaide Terrace East Perth WA 6004

ABOUT YACWA:

The Youth Affairs Council of Western Australia (YACWA) is WA's peak non-government youth organisation. YACWA operates primarily as a human rights organisation that seeks to address the exclusion of young people in a rapidly changing society. YACWA is widely respected and has a strong and diverse membership which includes policy makers, academics, youth workers and, importantly, young people who are all passionate about achieving positive and meaningful outcomes for the children and young people of Western Australia.

PURPOSE OF ROLE:

This role is a diverse role supporting the human resources, administration and finance processes for YACWA, including financial and business support functions as well as regular liaison with key stakeholders. A key function of this position will be to support the Finance Manager, CEO and Board.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

ADMINISTRATIVE

- Take accurate and timely meeting minutes
 - Coordinate venue hire and catering bookings as required
 - Maintain organised filing systems (digital and physical)
 - Office point of contact for emergencies, mail and freight, delivery of supplies and equipment
 - General administrative support to all YACWA staff
 - Collect mail from PO box and send important documents
- Preparation of meeting rooms and car bay bookings
- Participate in shared office duties, including answering phone calls, maintaining office cleanliness, and managing stationery supplies
 - Support the preparation and coordination of requests for quotes
- Procurement of goods and services including gift cards
- Manage and respond to inquiries via YACWA's general information email account.
- Store and file all personnel files, including on site and off site

FINANCIAL

- Perform general financial administrative tasks, including raising invoices, data entry into Xero, credit card reconciliations, account top-ups, and financial monitoring.
- Processing Payroll using Xero including timesheet and leave management.
- Accounts payable and receivable
- Corresponding with the bank about new accounts, credit cards, signatories, etc.
- Assist Finance Manager with general ledger reconciliations.
- Assist Finance Manager with end of month tasks.
- Maintain and update the organisation's asset register
- Assist with preparations for the annual audit
- Maintain accurate records and oversight of the gift card register.

EXECUTIVE SUPPORT

- Provide administrative support to the CEO, including with scheduling meetings, drafting correspondence, preparation of agendas, minute taking and diary management
- Assist with managing high-level relationships with key stakeholders
- Coordinate and manage travel arrangements for the CEO and broader YACWA team.
- Draft and send correspondence on behalf of the CEO and YACWA

HUMAN RESOURCES ADMINISTRATION

- Coordinate recruitment process from advertising to onboarding.
- Oversight of onboarding compliance like VEVO Check and ID verification.
- Prepare and maintain HR related templates and documents
- Managing IT system access for incoming and outgoing employees
- Ensuring compliance with YACWA's safeguarding processes including WWCC and Police verifications.

OFFICE FACILITIES MANAGEMENT DUTIES

- Manage procurement, distribution, record keeping, and return of access key cards
- Liaise with the Facility/Building Manager regarding building issues and operational requirements
- Ensure the overall integrity, functionality, and smooth operation of the office environment

IT OFFICE DELEGATE

- Correspond with IT service provider about all IT issues and requirements
- Point of call for any of their requests and issues
- Assist staff with IT issues and corresponding with IT service provider when required

GENERIC RESPONSIBILITIES

- Contribute to a team culture of collaboration and inclusivity
- Attend team meetings and other meetings as required
- Other duties as directed by the CEO