



Position Description	
Position Title:	Delivery Accounts and Administration Officer
Location:	Bendigo
Term:	Permanent Ongoing
Hours:	Part time 0.5 FTE
Classification:	SCHADS Award Level 3
Reports to:	Program Manager Delivery

Overview

Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC) trading as DJAARA actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.

Dja Dja Wurrung Enterprises Pty Ltd (DDWE) is a company solely owned by Dja Dja Wurrung Clans Aboriginal Corporation. The trading entities of DDWE provide an expansive range of commercial natural resource and heritage management services aligned to the aspirations and rights of the Dja Dja Wurrung as the recognised Traditional Owners of an area of Central Victoria.

Primary Purpose of the Position:

The role of the Delivery Accounts and Administration Officer is to ensure the smooth running of the Delivery team's accounts support including: arranging for coding and payment of expenses, raising invoices, tracking expenditure against projects including staff time and monitoring project deliverables.

General features of this role involve solving problems of limited difficulty using knowledge, judgment and work organisational skills acquired through qualifications and/or previous work experience. Assistance is available from senior employees.

Direction, management and autonomy

The role will work under the general direction of the Program Manager Delivery but will include a level of autonomy to coordinate specific tasks and processes that improve efficiency throughout the business. This role will be responsible for managing and planning their own work.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Accountabilities:

- Ensure that expenditure and staff time is effectively coded to jobs (projects)
- Raise purchase orders for contractors and materials
- Raise invoices when projects are completed and support the NRM and Construction Coordinators to monitor completion of projects
- Support Coordinators to monitor resources and milestones for projects
- Manage facility admin including purchase of groceries, consumables, stationery etc.

General Administration

- Exercise responsibility for the NRM accounts function within the organisation
- Provide administrative support and a records management service requiring a high degree of judgment
- Answering calls and emails, making phone calls and sending emails
- Maintaining order in office as well as supplies
- Financial support – invoice coding and processing and collating debit card receipts
- Maintaining order in bathroom and kitchen as well as supplies
- Coordinating building facility maintenance
- Coordinating staff equipment and office requirements
- Coordinating vehicle fleet requirements, such as purchasing fuel cards, servicing, and timely renewing vehicle registration
- Coordinating and maintaining staff training schedules
- Administer OH&S systems and documents
- Social media support, collecting photos for and creating social media posts
- Book travel and accommodation for training

Key Selection Criteria

1. Excellent computing skills including MS office suite
2. Certificate IV or higher in Business Administration and/or experience in an office environment
3. Demonstrated understanding of office administration systems
4. Strong verbal and written communication skills and a commitment to provide excellent customer service to internal and external customers
5. Positive, friendly and helpful attitude and willingness to learn new skills, practices and processes
6. Good observation skills and proactivity

To work with the Dja Dja Wurrung Group, applicants must have:

1. An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the traditional owners of central Victoria.
2. An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
3. A commitment to and understanding of Dja Dja Wurrung culture.

Personal Skills Required:

1. A commitment to safe work practices.
2. Ability to work as part of a team environment and / or individually under routine supervision

CONTACT	
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