



A. GENERAL INFORMATION

POSITION TITLE:	Business Administration Officer
CLASSIFICATION:	Level 3 2008 NHLC Collective Agreement according to the ACE PACCT Staff Award or such instruments as are subsequently adopted by ACEVic
REPORTS TO:	Executive Officer
RESPONSIBLE TO:	ACE(Vic) Executive through the Executive Officer
ORGANISATION:	ACE(Vic) Inc. represents organisations providing adult education across Victoria and interstate. It is a peak policy, industrial and development body within the ACE sector. This position offers support and service to members across Victoria and to the staff and Executive of the organisation. The position is currently located at the ACEVic office in Yarraville.
HOURS OF WORK:	30 hours per fortnight
DAYS OF WORK:	Negotiable

B. KEY RESPONSIBILITIES

1. Provide information to ACEVic members on current adult community and education policies and activities, in particular industrial relations and human resources.
2. Support the business operation of the ACEVic Office and business records of the organisation.
3. Assist in the development and maintenance of ACEVic communication and marketing material.
4. Project management of the ACEVic Conference.
5. Provide administrative support to ACEVic Committee of Management, Executive and members.

C. SPECIFIC DUTIES

1. Provide accurate information to members within determined areas of responsibility.
2. Provide systematic contact with members to enable effective support.
3. Provide frontline management for the ACEVic office.
4. Prepare correspondence for the Executive and staff.



5. Assist in the preparation of agendas, minutes, reports, newsletters, manuals and project funding submissions.
6. Maintain systems to manage membership, correspondence, financial, insurance and conference records.
7. Prepare accounts, invoices, statements, remittance slips and reminders.
8. Provide Frontline Management for the office of ACEVic.

D. QUALIFICATIONS AND EXPERIENCE

1. High level of competence in business administration and frontline management.
2. High level of competence in Microsoft Office Suite- Word for Windows, Excel, Outlook, and also Quickbooks Pro.
3. High level of communication and interpersonal skills.
4. High level of skills in event management.
5. Competence to work unsupervised, and to work as part of a team.

E. KEY SELECTION CRITERIA

Essential

1. Qualification or demonstrated experience in business administration and frontline management.
2. Demonstrated experience in providing administrative support to a Committee of Management and/or an Executive Management.
3. Experience in providing customer/member services, either telephone or face-to-face support and advice.
4. Demonstrated organisation and time management skills.
5. Experience in computer software applications, in particular Microsoft Suite, Quickbooks Pro.

Desirable

1. Experience in a not for profit adult community education organisation.
2. Qualification or the experience in Human Resources and Industrial Relations.