



JOB DESCRIPTION FORM

POSITION DETAILS

Title: Accounts & Administration Support Officer	Award: Social Community Housing and Disability Services Award 2010 Classification: Level 3.1	Date of Currency: February 2025
---	--	---

Employment Status: Fulltime
Program: Administration
Location: Administration - Carlisle

REPORTING RELATIONSHIPS

Position reports to: Chief Finance Officer

Positions reporting to this Position: N/A

PURPOSE

Starick is an innovative, client focused organisation working across the continuum of prevention, early intervention, crisis intervention and recovery to address the impacts of Family and Domestic Violence (FDV) and to create safer communities.

Starick provides crisis accommodation, outreach services and holistic support to women and children escaping from FDV. Our services are based in the eastern metropolitan corridor of Perth and include:

- Crisis and accommodation services through our two refuges, Mary Smith and Starick House.
Starick is the lead agency for the eastern metropolitan region Refuge Service System Emergency Response (RSSMER), providing a 24-hour emergency response at Mary Smith refuge for women and children escaping FDV, and works with refuges across the metropolitan area to ensure a coordinated response to women and children at very high risk.
- Outreach Services
- Supported transitional housing
- FDV Advocates based in police stations
- A specialist children's program
- Counselling for women and children
- Prevention and community education

Starick's operating frameworks are:

- Family and domestic violence informed
- Safe and Together
- Trauma informed
- Response based
- Strengths based
- Culturally sensitive
- Client focused

Starick is committed to ensuring a child safe environment and work practices.



This Position

The **Accounts & Administration Support Officer** is responsible for supporting the efficient and effective functioning of the accounting and administrative processes that support the organization.

The position will be primarily based at the Administration Office.

DUTIES AND RESPONSIBILITIES

General Duties

- Answering and directing phone calls to the administration office
- Responding to info@starick emails and directing as required
- Providing administrative support for Starick work sites and properties (Administration office, service delivery sites, Op Shop and transitional housing properties)
- Providing administrative support for Starick's information communication technology
- Assisting with administrative duties including organisation of meetings, workshops and forums
- Other duties as required by the CFO

Administration office support

- Collection of Mail weekly
- Maintenance/ordering of staff amenities, office supplies, stationery, printing and equipment.
- Following up on supplier invoices and authorisations
- Organising quotes as required
- Update and maintain key register & the organization vehicles odometers
- Other duties as required by the CFO

Accounting Support

- Prepare and process all accounts payable invoices.
- Create new cards in MYOB – supplier and customer
- Prepare electronic payments / manual payment via MYOB
- Raise purchase orders into MYOB
- Enter all receivables into Myob – direct deposits including donations and OP shop takings
- Prepare any ad hoc sale invoices in MYOB
- Update registers including – Asset and item register
- Assist with accounts payable queries
- Reconcile refuge rent schedule (monthly)
- Reconcile Debit cards
- Maintain ER vouchers & ER spreadsheet.
- Other duties as required by the CFO



SELECTION CRITERIA

ESSENTIAL

- Minimum of 1-2 years' experience in office administration
- Minimum of 1-2 years' experience in accounts payable/receivables
- Proficient in Microsoft Office programs
- Proficient in use of MYOB
- Strong written and verbal communications skills
- Strong customer relations skills
- Demonstrated ability to multi-task and manage time effectively

DESIRABLE

- Previous experience in a human services agency

REQUIREMENTS

- National Police Clearance
- A WA Drivers Licence
- Evidence of Right to Work in Australia

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities, competencies and requirements of the position

CHIEF EXECUTIVE OFFICER:

Leanne Barron

DATE:

As the position holder I have noted the statement of capabilities, competencies and other requirements as outlined in this document.

POSITION HOLDER NAME:

SIGNATURE: _____ **DATE:**