



Position:	Management Assistant.
Status:	<i>Fixed-term temporary full-time.</i>
Duration:	<i>Twelve (12) months.</i>
Hours:	<i>Full-time (35 hours a week) - negotiable</i>
Salary:	<i>Level 1-2 broadbanded</i>

Townsville Community Law Inc is a non-profit, community-based organisation dedicated to providing free legal services to the community in North Queensland. Its objectives are:

- to provide a free and accessible legal service;
- to seek legal and social change;
- to address inequalities in law and society;
- to promote legal education;
- to provide crisis counselling and support and/or referral to appropriate agencies;
- to create an area in which the social welfare aspects of client's lives are recognised;
- to encourage community participation in the delivery of the legal services it provides.

ACCOUNTABILITY

The worker is accountable in the first instance to the Director of Townsville Community Law, and ultimately to the Management Committee. The worker is also accountable to the Principal Solicitor of Townsville Community Law for all legal practice associated with the position.

DUTIES OF ALL WORKERS

- To work towards achieving the general aims of Townsville Community Law.
- To work as a member of a team, with other Townsville Community Law workers, the Townsville Community Law management committee and members.
- To participate in staff meetings, management meetings, and participate in policy formulation and the planning of future directions of Townsville Community Law.
- Undertake typing, word-processing, filing, replying to correspondence, answering service calls, taking messages, processing mail, photocopying and to be as self-sufficient as possible with administrative duties related to the position.

MANDATORY QUALIFICATIONS

- Open driver's licence.

DESIRABLE QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Numeracy and literacy, particularly within the context of bill paying and finances.
- Experience in office administration procedures, particularly financial data entry and record-keeping.

DUTIES & RESPONSIBILITIES OF THE MANAGEMENT ASSISTANT

1. Receive accounts payable and process tax invoices for payment using MYOB.
2. Issue tax invoices for payment using MYOB.
3. Receive staff timesheets, liaise with staff members and the Director about payroll issues, and process wages and salary sacrifice payments.
4. Keep full and accurate financial records of the Association, including storing substantiating tax invoices and other documents in MYOB and other systems.
5. Perform other bookkeeping tasks as requested by the Director.
6. Liaise with suppliers and creditors with respect to ordering, queries, and similar matters.
7. Assist with general office duties and with the daily functioning of Townsville Community Law.
8. Assist with purchasing of stationery and office requirements, including client resources eg brochures, self-help kits etc.
9. Word processing of correspondence and documents, spreadsheeting of numerical data and budgets, and other expected uses of software in office administration.
10. General filing duties including entry of data onto database system and the maintenance of file management system.
11. Record information and referral statistics, client statistics and produce statistical reports from database.
12. Assist with maintenance of Townsville Community Law resources.
13. Photocopying and scanning.
14. Mail collection and processing.
15. Assist with specific projects that Townsville Community Law may undertake from time to time.
16. Ensure that the reception area, and office generally, is neat and tidy.
17. Undertake other duties as requested from time to time by the Director or the Principal Solicitor.