Administration & Finance Officer

Permanent – Full-time
Based in Brisbane

About the Organisation:
Childhood Cancer Support is a not-for-profit organisation who, since 1975, has been dedicated to providing regional families affected by childhood cancer with a place to live in a home away from home environment.

We support regional families who find it difficult to access affordable self-contained unit accommodation while their child is undergoing treatment at the Queensland Children’s Hospital. Some families need to stay with us for up to 2 years. We also provide short-term accommodation when the families return to Brisbane for hospital check-ups for their child.

Childhood Cancer Support provides –
- 13 family styled units at our Herston site which are suitable for medium-long term stays.
- 4 family styled units at our South Brisbane site which are suitable for medium-long term stays.
- 3 rooms at our Woolloongabba House for short-term stays.
- Units range in size from 1 bedroom, 2 bedroom or 3 bedroom.
- Counselling and mental health support, transport services and recreational activities.

Childhood Cancer Support is transitioning our accommodation facilities from Herston to the Queensland Children’s Hospital area in South Brisbane. This is in order for our children and families to be closer to the hospital and have peace of mind while undergoing treatment.

The organisation has recently purchased houses in East Brisbane (close to the Queensland Children’s Hospital). These houses are being converted into 15 self-contained units with construction expected to start during 2023.

Our Mission
Our mission is to help families impacted by childhood cancer.

Our Vision
To create a positive community in the lives of families that have been impacted by childhood cancer.

Our Values
- Togetherness – we know every family is different and bring a lifeline to an understanding community.
- Compassion – we recognise the toughest parts of the journey and we will be there no matter.
- Support – we are the quiet strength and there to help when things are difficult.

Childhood Cancer Support is strongly family-focused, providing support to the affected children, their families and communities throughout each stage of the journey. That's what makes our organisation so unique! We believe in keeping the family together by providing independent self-contained family accommodation so the whole family can be together to support one another.
About the Role:

ADMINISTRATION
This position is key in the day-to-day operation of Childhood Cancer Support ensuring all administration functions, office duties, reception, database management, information flow and resources are implemented efficiently and according to best practice.

FINANCIAL
Accounts Receivable/Payable operations of the organisation.
This role will provide the following financial duties -
- Accounts Receivable/Payable
- Banking
- Day-to-day bookkeeping and finance admin
- Prepare accounts for the Senior Bookkeeper/BAS agent so monthly accounts, reports and reconciliations can be prepared

In addition, provide managerial support to our General Manager.

We are looking for that special person to join our wonderful team. Are you someone with a sense of humour, a person who has compassion, a great work ethic and someone who is a team player?

You will have empathy for those supported by the charity and to everyone you work with or provide a service to. Our families rely on us to exude a sense of calmness, friendliness and to be compassionate as they navigate the cancer diagnosis with their child.

This is an exceptional opportunity for an experienced administration and finance person who has a strong appreciation for not-for-profit organisations, is exceptionally self-organised and detail-orientated with good analytical and organisational skills.

Your skills and experience:
Essential
- Excellent financial and administration skills with a strong focus on delivery.
- Experience using MYOB.
- Experience in administrative processes.
- Proficient in Microsoft 365, Word, Excel and Outlook.
- Experience in database management and IT savvy. All training in our software provided.
- Be highly motivated and a results driven person with outstanding organisational and administration skills, customer service and communication skills.
- Strong communication skills and the ability to engage authentically with a diverse range of stakeholders, volunteers, particularly regional and remote families.
- At least 5 years’ experience in a similar position or in the not-for-profit sector in a community-based environment.
- High level organisational, multi-tasking and planning skills.
- Problem solving skills with the ability to work autonomously and to work in a team.
- Impeccable ethical standards, initiative, judgement and sense of compassion.
- Reliable car and current open drivers licence with a clean driving record.
- Blue Card (working with children check) or willingness to obtain at our cost.
- First Aid Certificate or willingness to obtain at our cost.
- ChildSafe training provided.

Desirable
- Previous employment in oncology or other health related support areas (including community agencies) will be highly regarded.
- Experience within a Not-For-Profit organisation will be highly regarded.
- Demonstrated understanding of privacy legislation and the ability to maintain confidentiality with respect to the company and its’ stakeholders.
- Positive, friendly, approachable and team focused.
- Impeccable professional work attire and punctuality. A work uniform provided.
- Highly motivated, committed and reliable.
What's on Offer:
- Be part of a socially conscious organisation that is supporting families impacted by childhood cancer.
- A supportive team environment. Our team members are warm and considerate and are looking forward to welcoming our new team member. Cake is definitely on the table at staff meetings!
- Permanent full-time ongoing role – 37.5 hours per week (some additional hours will be required for functions from time to time).
- Location at our Woolloongabba office. Free parking available.
- Salary sacrificing options available which increases take home pay.

Go to our new website www.ccs.org.au to learn about what we do and who we are.

Applications:
If this role sounds like the opportunity you've been looking for, please submit your application (CV and a cover letter outlining your suitability for the role) NOW!! We are ready to recruit - immediate start!!

Let us know why YOU are the right person for this role and what you can offer our families and Childhood Cancer Support.

Please note that only applicants meeting the criteria outlined above will be contacted as part of the short-listing process.
All applications will be treated as strictly confidential.

To obtain the Position Description please contact Helen Crew, General Manager at helen@ccs.org.au

Applications close 31 August 2022. However, we encourage you to apply BEFORE this closing date as we are ready to recruit right now and will be short-listing applications as they are received.