**Capricorn Citizen Advocacy**

**Administration Officer - Permanent P/T – 15 hours per week**

**Rockhampton**

Would you like to make a positive difference in the lives of people with disabilities in the Rockhampton Region? Do you have the knowledge, skills and experience to provide key support for a citizen advocacy disabilities advocacy program?

The ideal applicant for this position will:

* Be highly organised and able to multi-task various office responsibilities
* Be a team player with good interpersonal and communication skills
* Enjoy handling administrative and financial tasks and pride themselves on attention to detail
* Be self-motivated and able to work with minimal direction using strengths based practice
* Possess a strong working knowledge of MS Office and Reckon and be interested in learning new procedures to work with our new web site
* Have relevant qualifications/experience
* Possess, or able to obtain a Blue Card and undertake a Police Check.

Duties include reception and telephone duties, updating of website content, handing fortnightly payroll, accounts payable and receivable, preparation of quarterly acquittal statements, asset management, information management and preparation of financial statements for presentation to the Auditor.

An understanding of everyday issues in the lives of people with disabilities, and a positive attitude towards the value in society of people with disabilities will be highly regarded.

SCHCS & DSIA Award Level 3 applies.

For further information or to be forwarded a copy of the Position Description and Selection Criteria please contact the Coordinator, Ewan Filmer on (07) 4922 0299 / 0409 220 072 or [office@capricornca.org.au](mailto:office@capricornca.org.au)

**Applications close 5:00pm Friday 12th December 2014**