

Job title	Administration assistant
Job type	Permanent, part time (0.6 FTE)
Location	Remote (prefer ACT based candidate)
Reporting to	CEO

1. Summary of position

The Administration Assistant supports administrative activities across the FemiliPNG Australia team in the areas of governance, finance, human resources, project logistics and procurement. Through excellent administrative support, the Administration Assistant helps the organisation to operate smoothly, contributes to the sustainability of our operations, and the achievement of our mission.

2. Key responsibilities

- **Governance and compliance activities:**
 - **Board compliance:** Track key reporting dates, maintain records of Board membership and activities, coordinate board meetings and ensure compliance with our rules of association.
 - **Policies and procedures:** Maintain detailed records, coordinate updates, distribute updated policies and preparing compliance reports.
- **Manage organisational compliance tracker:** updating as needed, and ready for each Board meeting.
- **Human resources:** Manage employee records and compliance activities, coordinate recruitment processes, support HR related communications.
- **Public enquiries:** Manage public enquiries and public correspondence. Direct enquiries to other team members as required.
- **Finance:** Register management, financial filing in line with current protocols, assist with travel expense documentation
- **Project logistics:** Maintain project documentation, support project-related communications including coordinating meetings with external stakeholders, assist in annual planning and compiling regular donor reports, manage procurement and general logistics for projects, coordinating travel arrangements for project team members, assisting in budget tracking and maintaining records of activity expenditure.
- **Travel logistics:** Manage all Australian and international travel logistics for FemiliPNG Australia team and Board. Ensure compliance with travel and procurement policies.

3. General responsibilities

- **Contribute to maintaining a positive organisational culture**, including by actively participating in team meetings, workshops and supporting colleagues as required.
- **Ensure the safety and well-being of children** by reading, understanding and adhering to our Child Safeguarding Policy (POL-001) and associated policies and procedures. This includes reading, understanding, signing and adhering to FemiliPNG Australia's Code of Conduct.
- **Support fundraising activities** for FemiliPNG Australia, including fundraising events and social media communications such as LinkedIn.