



**Intersex Human Rights Australia Ltd**  
**For intersex human rights, information, and education**

PO Box 51, Altona, VIC 3018, Australia  
+61 418 398 906 info@ihra.org.au  
ihra.org.au

## **Job description: administrator**

**This is a 12-month fixed-term contract for a part-time role.**

Intersex Human Rights Australia is a charitable company, led and managed by and for people with intersex variations. We are a small organisation. We have contracted two part-time co-executive directors since late 2016 with foreign philanthropic funds, and we now seek to recruit a part-time administrator. The administrator will manage financial and logistical tasks, maintaining key records and supporting the operation of the company. The role is not intended to be a personal assistant role.

This role is funded with support from the Victorian government via the Genetic Support Network Victoria. The role will be home-based and, due to our funding arrangements, must be located in Victoria. The applicant should have access to a reliable computer and internet connection.

We welcome applications from intersex and non-intersex people, and we particularly welcome applications from members of under-represented populations. We encourage applicants to familiarise themselves with the organisation and to understand intersex populations before applying.

### **Duties and responsibilities**

- Managing logistics and procurement, including tasks associated with meetings and retreats, such as flight and accommodation bookings, and scheduling.
- Recording transactions such as income and outgoings, and posting them to various accounts; processing transactions.
- Timely and accurate production of project and organisational financial reports.
- Completion of BAS returns and other compliance tasks.
- Attending board and staff meetings and other events as needed.
- Contribution to the overall goals and objectives of the organisation.

### **Ideal qualifications and requirements**

Familiarity with Xero.

Familiarity with Microsoft Office, including Excel, and with Google Docs.

Familiarity with Slack.

Prior experience of using Dropbox.

Task-oriented and self-starting.

BAS Agent registration.

Access to a reliable computer and internet connection is required.