



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

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Job description: administrator

This is a 2-year 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 are now seek to recruit a part-time administrator. The administrator will focus on book-keeping, 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.

The role will be home-based and the post-holder may be located in any jurisdiction in Australia. The applicant must 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

- Book-keeping and recording transactions such as income and outgoings, and posting them to various accounts; processing transactions.
- Managing logistics and procurement, including tasks associated with meetings and retreats, such as flight and accommodation bookings, and scheduling.
- Managing training bookings and supporting projects such as Yellow Tick and YOUth&I.
- Contribute to building relationships and communications with stakeholders and partners.
- 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, and minuting board meetings.
- 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.

Prior experience of using Dropbox.

Task-oriented and self-starting.

Access to a reliable computer and internet connection is required.

The job holder is expected to work for 19 hours per week (half of a 38 hour week), initially for two years. The salary will be \$32,000 per year, plus 12% superannuation.

All our positions are fixed term, with extension subject to performance and funding renewal. All new positions are subject to a 3 month probationary period.

The application deadline is close of business on Friday 25 November. Interviews of selected candidates will take place on the evening of Thursday 1 December.