



## **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 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.