

# JOB DESCRIPTION



<b>Position:</b>	<b>Administrative Assistant</b>
<b>Status:</b>	Full-time
<b>Employer:</b>	Seventh-day Adventist Church (SPD) Ltd
<b>Department/Service:</b>	Treasury
<b>Reports to:</b>	Division Senior Accountant
<b>Location:</b>	148 Fox Valley Road, Wahroonga NSW 2076
<b>Date Revised:</b>	10 December 2025

## Organisation Environment:

The South Pacific Division of the Seventh-day Adventist Church office is the administrative headquarters for Australia, New Zealand and most of the South Pacific island nations. The focus of this office as a Christian organisation is to be a catalyst for a disciple-making movement that enables people to follow Jesus Christ, obey His commands together, and continue to multiply and serve the community.

### Mission:

Make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return. (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12)

### Vision:

A thriving Adventist movement living our hope in Jesus and transforming the Pacific.

### Purpose:

To inspire hope and wholeness of life in our communities.

### Values:

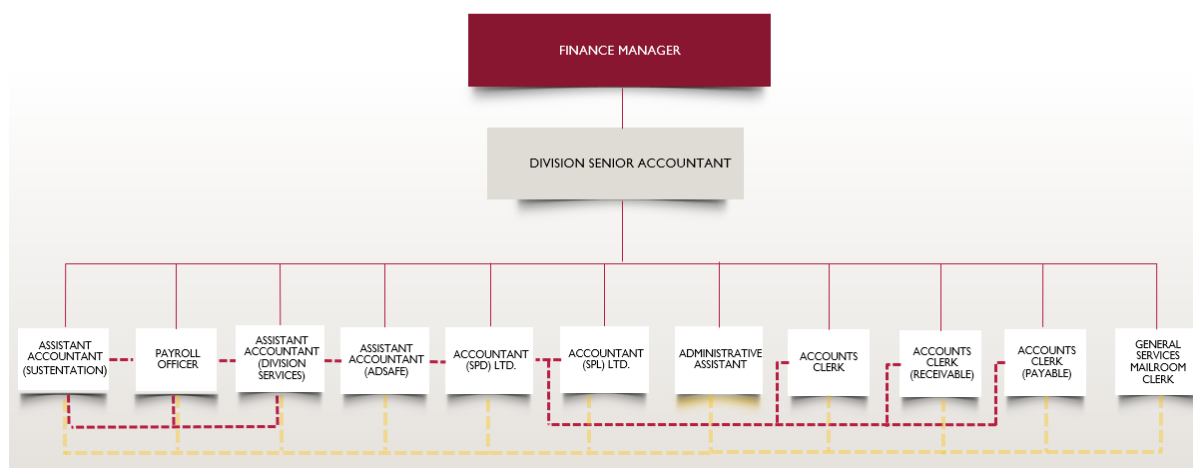
- ❖ **Faithfulness:** We are committed to God's Mission.
- ❖ **Integrity:** We walk the talk.
- ❖ **Respect:** We value all people.
- ❖ **Service:** We are here to serve others.
- ❖ **Courage:** We stand for what is right.

The Mission of Division Treasury is to support the work of the church by providing financial leadership, integrity and accountability across the South Pacific Division. It is also responsible for the accounting and reporting functions of the South Pacific Division.

The role of the Administrative Assistant is to facilitate a productive treasury office and serve as an integral member of the Treasury team.

- This role reports to the Division Senior Accountant
- Appointed by the Seventh-day Adventist Church (SPD) Limited
- Term is dependent upon ongoing satisfactory performance and the availability of ongoing work.
- This position is covered by the SPD Enterprise Agreement 2023.

#### SOUTH PACIFIC DIVISION TREASURY ORGANISATIONAL CHART



#### Primary Objective:

Facilitate a productive office through the efficient processing of enquiries, documents, scheduling appointments, clerical work and other administrative and business functions.

#### Key Accountabilities:

1. Provide full administrative office support to the SPD Treasury team.
2. Perform data-entry, documentation, printing and filing duties.
3. Maintain a proper and user-friendly filing and document control system for recording and tracking of all documents.
4. Assist the Division Senior Accountant to maintain proper attendance and tracking report for the department.
5. Perform some research duties as and when required by the team.

#### General Administrative Support

1. Process incoming and outgoing mail, email, faxes and any other correspondence.
2. Locate and attach appropriate file to correspondence to be answered.
3. Organise and maintain file systems and file correspondence and other records.
4. Answer and screen telephone calls.
5. Coordinate supervisor's schedule and make appointments.
6. Greet scheduled visitors and conduct to appropriate area or person.
7. Coordinate and arrange meetings, assist with the preparation of agendas, reserve and prepare facilities, and record and transcribe minutes of meetings.
8. Make copies of correspondence or other printed materials.
9. Prepare outgoing mail and correspondence, including e-mail.
10. Order and maintain supplies and arrange for equipment maintenance.
11. Facilitate the smooth running of the treasury department.

12. Assist in tithe and offering month-end close.
13. Assist in relief reception duties for the SPD Office.
14. Other duties as assigned by the Division Senior Accountant.

### Specific Duties

15. **Expense Reports:** Note when received, check for 2 signatures, give to Senior Accountant for approval. Send reminders, follow-up late reports.
16. **Visa card statements:** Distribute Visa card statements and note when received. Send reminders and follow up late statements.
17. **Tithes & Offerings:** Each month prepare spread sheet for Accountant Pacific Ltd for processing. Input PNGUM reports and import data into the general ledger.
18. Each month enter SPD tithe and offering report to General Conference using their online reporting system.
19. **Comparative Tithe:** Input tithe figures each month & distribute.
20. **Treasury functions:** Organise Treasury functions - morning teas for birthdays, welcomes, farewells etc. Keep in supply: plates, serviettes, cutlery etc.
21. **Distribution of Statements:** Collate Personal a/c, Salary Sacrifice, Loans a/c, FBT statements to distribute.
22. Record debit and credit notes into the general ledger.
23. Oversee the employer provided motor vehicle fuel cards.
24. Perform cash receipting duties as backup when assigned by the Senior Accountant.
25. Perform accounts payable duties as backup when assigned by the Senior Accountant.
26. **Corporate stationery:** Assist Division General Services in maintaining the corporate stationery supplies for the Division office, including organizing, monitoring and maintaining the stationery cupboard with the supplier and communicating relevant information regarding stock with SPD office support staff.

### Specific Measurable Tasks

1. T & O reports completed within the month end reporting period.
2. Distribution of Statements within 24 hours of receipt.
3. Incoming mail opened and on Senior Accountants desk by 10am each day.
4. Outgoing mail in mailroom by 11-11.30am each day.
5. Reminder notices to be issued for outstanding expense reports and Westpac Visa card statements. Particular attention to be made for expense reports prior to Christmas and end of financial year.

### Key Communications:

Contact/Organisation	Purpose and Frequency
<b>INTERNAL</b>	
<ul style="list-style-type: none"> <li>Division Senior Accountant</li> <li>Treasury Staff</li> <li>SPD Employees</li> </ul>	<ul style="list-style-type: none"> <li>When required seek approval or advise on treasury functions and SPD policies. Seek advice on team building exercises.</li> <li>Daily communicate and register treasury team movements.</li> <li>When required respond to queries in line with SPD policies and procedures.</li> <li>Communicate updates relating to treasury functions, accounting and tax compliance issues.</li> </ul>
<b>EXTERNAL</b>	

<ul style="list-style-type: none"> <li>Suppliers</li> <li>Denominational Entities</li> </ul>	<ul style="list-style-type: none"> <li>When required communicate promptly to queries received from creditors/suppliers and denominational entities.</li> </ul>
--	--

### Key Challenges:

1. Maintain a positive work environment within the treasury team and office.
2. Maintain regularities and discipline.

### Decision Making:

1. Organising SPD Treasury department events

### Requirements, Knowledge, Skills and Experience:

#### Essential

1. Must be a practising, baptised member of the Seventh-day Adventist Church with a strong commitment to its mission. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. Appropriate Secretarial/ Office Administration qualifications.
3. A high level of computer and keyboarding skills.
4. Excellent oral and written communication, including attention to detail.
5. A minimum of 5 years' experience in office administration or clerical support.
6. Highly organised and able to work to deadlines.
7. Have or be eligible to hold the appropriate Seventh-day Adventist Church licence.

#### Preferred

1. A working knowledge of the Seventh-day Adventist church management and organisation throughout the SPD.
2. Ability to multitask and work autonomously.
3. Previous experience in a clerical environment.
4. The ability to be an excellent team facilitator.
5. Working knowledge of Microsoft Office.

### Required Computer Competency Level:

	High	Medium	Low	Nil
Lotus Notes			—	
MS Outlook	—			
MS Word	—	—		
MS Excel	—	—		
MS Power Point				
PDF-Xchange	—	—		
Internet/ Media		—		
Publisher/Design			—	
Convene			—	

- And other platforms that SPD maintains from time to time.

### Physical Demands:

This job will require a certain degree of physical activity, including some standing, walking, bending, kneeling, lifting and carrying of light items etc.

## Behavioural Competencies:

In conjunction with the Competency Framework factsheets, the incumbent is expected to demonstrate the following competencies:

- **Relating and Networking (3.1)** - Establishes good relationships with customers and staff; builds wide and effective networks.
- **Delivering Results and Meeting Customer Expectations (6.2)** - Focuses on customer needs and satisfaction; sets high standards for quality and quantity.
- **Adapting & Responding to Change (7.1)** - Adapts to changing circumstances; accepts new ideas and change initiatives.

## Workplace Health and Safety:

As an employee of the South Pacific Division you are required to:

1. Carry out your duties in a manner which does not adversely affect your own health and safety or that of others;
2. Cooperate with measures introduced in the interests of work health and safety (WHS);
3. Undertake relevant training provided in relation to WHS;
4. Immediately report all matters which may affect workplace health and safety to your supervisor;
5. Correctly use any information, training, personal protective equipment and safety devices provided;
6. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
7. Undertake only those tasks for which you have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place; and
8. Cooperate with arrangements made to assist the return-to-work of ill or injured staff.

## Confirmation:

Name of the incumbent:

Date of commencement in position: