

Aboriginal Art Centre Hub of Western Australia (AACHWA) Administrative and Finance Coordinator Selection Criteria

1. POSITION BACKGROUND

AACHWA is the peak advocacy and resource agency for Aboriginal art centres in WA. AACHWA delivers professional development programs for managers, boards and artists; provides recruitment advice and services; and acts as an advocate to, and central point of contact for, Regional, State and Federal funding bodies.

AACHWA is currently seeking a full time Administrative and Finance Coordinator (AFC). The AFC will have a significant impact on the level and quality of corporate governance and governance culture within the organisation. They will be responsible for assisting the AACHWA Board to achieve the organisation's vision and strategy, and for providing high level administrative and finance support to the CEO and Manager.

We require someone who is collaborative, self-motivated and can demonstrate initiative. They must have the ability to work well with the breadth of people working in and around AACHWA, including the Board, staff, Art Centre membership as well as the many regional Aboriginal artists and community members who initiate, coordinate and participate in AACHWA activities.

A multi-skilled AFC will ensure the smooth functioning of the organisation through:

- Effective coordination of governance processes to enable AACHWA to meet its compliance requirements and objectives.
- Skilled administration services and financial support to ensure the day-to-day running of the AACHWA office.
- The provision of effective representation and promotion of AACHWA and its programs to all stakeholders

2. SELECTION CRITERIA

Please respond to the following selection criteria to demonstrate your qualifications and experience in relation to the role.

Essential Criteria:

- Previous experience undertaking administration officer duties.
- Sound computer skills including word processing, databases and spreadsheets.
- Previous experience undertaking financial officer duties or similar including experience with bookkeeping or accounting and use of software such as Quickbooks.
- Demonstrated knowledge of governance frameworks, with examples.
- Experience with the preparation of agendas, minutes of meetings and records management.
- Well-developed interpersonal, communication and problem-solving skills.
- Ability to manage time and to prioritise tasks in order to meet deadlines while maintaining strong attention to detail.

- Demonstrated ability to work in a team environment, with the capacity to work unsupervised.
- Must be prepared to undergo police clearance and working with children clearance.

In addition to the above, **Aboriginality will be highly regarded** but is not an essential criterion.

Desirable Criteria

- Willingness to travel to and work in remote/regional areas of Western Australia and holder of a Class C driver's license.
- Previous experience working with Aboriginal people and/or Aboriginal organisations.
- An understanding of the Aboriginal and Torres Strait Islander art centre business model and the value of Aboriginal and Torres Strait Islander art centres.
- Experience working for a not-for-profit organisation.

ENQUIRIES AND POSITION PROFILE

For enquiries about the position and for the full **Position Profile**, please contact AACHWA on 08 9200 6248 or eoia@aaehwa.com.au

HOW TO APPLY

Please supply the following information when applying for the position:

- A Brief covering letter (no more than one page with a font size of 10 to 12 points) setting out your interest in the position.
- Statement addressing the Selection Criteria listed above (no more than four pages with a font size of 10 to 12 points). Please note: applications that fail to address the Selection Criteria will not be considered.
- Curriculum Vitae which details relevant work history. Artist CV's without employment history and details are not acceptable.
- Name and contact details of three referees.

Applications must be received by close of business **Friday 30 July 2021**. Interviews will take place the week beginning **Monday 9 August 2021**.

Applications are to be sent to the attention of Chad Creighton CEO Aboriginal Art Centre Hub of Western Australia.

Via email: ceo@aaehwa.com.au

Via post: Chad Creighton
Aboriginal Art Centre Hub of Western Australia
PO Box 3089, Midland WA 6056

Email applications are encouraged, and we look forward to receiving your application.