

Date: 31 August 2026

Position Title: Finance Assistant

Conditions of Employment: Tenants Queensland Inc. Agreement 2023-2026

Classification: Level 4

Status: Part-time, Fixed Term to August 2028

Working Hours: 0.5 FTE / 19 hours per week

Location: Tenants Queensland Head Office, Brisbane, work from other sites as needed

Reports to: Financial Administrator

Accountability:

All staff are accountable to the Chief Executive Officer and ultimately to the governance board.

About Tenants Queensland:

TQ was established in 1986 and seeks to represent the interests of all Queenslanders who rent their home including those living in marginal tenures such as caravan parks and rooming accommodation. We pride ourselves in providing specialist advisory services to renters, advocating on behalf of them, and securing improvements to Queensland's residential tenancy laws.

Purpose of the Position:

To assist the Financial Administrator in the sound management of TQ finances, ensuring concise HR records.

Position Reviewed:

Key Accountabilities:

- Deliver high quality assistance in the day-to-day management of TQ's finance and payroll processes to a high standard
- Ensure clear and correct HR records are maintained
- Provide administrative support for the finance and payroll systems
- Ensure expenditure and payments processes are administered in compliance with TQ policies and legal requirements

Specific Duties:

- Assist the financial administration of the organisation's payroll, debtors and creditors, banking, and all day-to-day financial activities.
- Assist the month end bank and credit card reconciliations.
- Assist in monitoring the organisation's budget and program budgets in liaison with SMA.
- Maintain insurance currency and asset management records.
- Maintain all permits, registrations, licences, as required.
- Maintain the organisation's supplier agreements and statements.
- Monitor and maintain the organisation's funding agreements and assist with funding applications.
- Oversee and manage compliance requirements for TQ and maintain compliance register.

- Maintain all TQ staff employment records so they are current, correct and up to date.
- Support managers' needs in the onboarding processes.
- Preparation and lodgement of monthly IAS and quarterly BAS in liaison with SMA.
- Work with business management and finance team to develop, review and maintain appropriate, robust, and transparent financial practices.
- Actively contribute to a culture of zero harm in the workplace; comply with legislation and organisational policy and procedures; take reasonable care to ensure actions and omissions do not impact on the health and safety of others.
- Perform work in accordance with relevant legislation and quality standards, fostering and promoting commitment to quality and continuous improvement.
- Maintain and ensure compliance with TQ internal policies and procedures and develop as requested.
- Participate in the managing incoming inquiries (e.g. phone) to the office.
- Work in support of TQ's delivery of tenancy advisory services.
- Undertake administrative duties associated with the performance of the position's specific duties.
- Other duties within the scope of this position and as directed from time to time.

Core Capabilities:

- A commitment to the principles of social justice.
- Ability to work independently and as a member of a team.
- Well-developed interpersonal and communication skills including the ability to relate to people from different cultural and socio-economic backgrounds.
- Excellent customer relation skills and professional/ courteous telephone manner.

Essential Requirements:

- 1-2 years' experience in a payroll or financial administration role. Sound knowledge of basic accounting, payroll and income and expenditure processes / procedures.
- Highly developed computer literacy, word processing and data base skills (ability to work In Microsoft Office) including an operational knowledge of:
  - computerised accounting systems (MYOB),
  - cloud based payroll system (ELMO),
  - accounting skills and knowledge,
  - maintaining financial records, budgets, and
  - producing financial reports.
- Well-developed administrative skills and attention to detail.
- Commitment to social justice

Desirable:

- Qualifications in finance or economics, business studies or accounting from an Australian tertiary institution or relevant equivalent experience.
- Driver's license
- Ability to travel if needed

Acknowledgment

I have received, reviewed, and fully understand the position description. I also understand I am responsible for the satisfactory execution of the essential functions described therein.

I further understand future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this position description to the satisfaction of Tenants Queensland Ltd.

I have discussed any questions I may have had about this position description prior to signing this form and am satisfied with the responses.

Employee name (please print) _____

Employee signature _____ Date _____

Manager's name (please print) _____

Manager's signature _____ Date _____