

## Position Description:

### Quicken Software Expert

Assignment number: PAU011256

**Partner organisation name:** Swifts Creek Bush Nursing Centre (SCBNC)

**Partner organisation location:** Swifts Creek, VIC

**Key dates:** April – June 2025

**Assignment timeframes:** 3 months (TBC)

**Assignment mode/location:** Remote

### Purpose of the Role:

Bush Nursing Centres are integral to many small communities in the provision not only of health services but more broadly on the wellbeing of community. Like many services in small communities, Bush Nursing Centres budgets are very constrained so improving efficiency is important. Swifts Creek is a small community of approx. 250 – but the Bush Nursing Centre provides services across a larger area than just Swifts Creek.

Swifts Creek is one of several communities that are part of the Timber Transition program instituted after the state government stopped logging in native forests.

In 2022, SCBNC received assistance in using Quicken Software, but further support is now needed to improve efficiency, troubleshoot issues, and enhance the administrative officer's ability to manage payroll independently.

The tasks and deliverables of this Assignment are:

- Conduct an initial needs assessment session, followed by three 1-hour training sessions focused on Quicken payroll processes.
- Provide targeted training to the administrative officer on Quicken payroll functions, including processing payments, generating reports, and troubleshooting common errors.
- Upon discussion, arrange additional sessions if required
- Ensure that SCBNC administrative officer gains the confidence and capability to manage payroll efficiently without external support.
- Deliver a final summary of improvements and recommendations for ongoing best practices.

### Selection Criteria:

- Good working knowledge of Quicken software
- Ability to deliver structured online training, ensuring staff can apply the knowledge independently
- Experience in troubleshooting payroll-related issues in Quicken is desirable

## Prerequisites for undertaking volunteering assignments:

- To register with ABV (if not already registered):
  - ✓ At least 5 years relevant professional experience
  - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
  - ✓ Willingness to complete a police check and Working With Children Check
  - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
  - ✓ Willingness to interview for the role with ABV program staff
  - ✓ Acceptable police check and Working with Children Check before commencement
  - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
  - ✓ Medical check (external and ABV), compliance with all travel, entry and in-country requirements (where required).
  - ✓ You are expected to abide by any COVID regulations of the destination country or the partner organisation with whom you may work. These regulations will be made known to you.

## How to Apply:

Please refer to this page on the ABV website for role closing dates: [ABV Open Assignments](#)

Please submit your expression of Interest to [recruitment@abv.org.au](mailto:recruitment@abv.org.au) confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- **If you are a Registered Volunteer** - send a short paragraph confirming you have relevant skills and experience.
- **If you are not a Registered Volunteer** – send your CV with a short paragraph confirming you have relevant skills and experience.
- If there are any special considerations, we would need to make for you.

## What will happen next?

- ABV will review all applications as they are received.
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and asked to confirm they believe they can fulfil the role requirements.
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.