



Arts Margaret River
Community Centre
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Arts Margaret River Inc Employment Opportunity OFFICE ADMINISTRATOR

The Office Administrator role can be done on a part-time basis, working a combination of hours from home and office.

The recruitment process

Please read the following information carefully. If you think your experience and personal characteristics match our requirements and you would like to apply for this role, please send your current résumé and an email in support of your application. Your covering letter should draw our attention to specific achievements during your working career that you believe make you a suitable candidate to join our dynamic team.

Send your application to Manager (Arts Margaret River) at manager@artsmargaretriver.com by 5:00pm on Friday 25th June 2021.

We will acknowledge receipt of all applications. After an initial review of applications we will be inviting shortlisted applicants to attend a preliminary interview. This will be an opportunity for you to ask questions as well as to answer ours and provide us with examples of your suitability for the role. Depending on the outcome of these meetings, we may require you to attend a further interview. We hope the successful applicant/s will be available to start work in July 2021 with a probation period of 3 months.

Role description

TITLE: OFFICE ADMINISTRATOR

JOB PURPOSE: To ensure the accurate and timely recording and reporting of financial information for the use of the Board of Management, General Manager and other staff. To ensure all local, state and federal government compliance requirements are met.

Annual salary: \$38,000 +/- **depending on experience (plus employer's superannuation contribution @ 9.5% that will increase to 10% on 1st July 2021)** based on an average of 21 hours per week.

Key Responsibilities —Finance Officer

- In consultation with the General Manager and Board of Management maintain fiscal financial management of Arts Margaret River Finances.
- Book Keeping: Responsible for all invoicing, processing and recording of receipts and payments, financial and employee record keeping, payment of supplier bills, processing employee pays and superannuation, bank reconciliation, BAS and generation of monthly reports for General Manager and Board of Management. (P&L Statements, Balance Sheets, Cash Flow Forecasts, Aged Debtors and Budgets) Manage the Record System to ensure efficient storage and retrieval of all accounting records, including contracts for suppliers, employees, event contracts and budgets.
- General Duties: Other duties as required relating to the day-to-day operations of Arts Margaret River, which may involve answering the telephone and ticket sales when required, setting up of meetings, helping volunteers and other duties as needed.

Person specification

We are looking for a highly personable team player and proactive individual with proven experience in financial management and an interest in the Arts.

You will be able to demonstrate that you have many of the following essential criteria:

- Proficient data entry skills
- Strong financial and budget management.
- Proficient with MYOB/Xero or similar software
- Superior project and time management skills.
- Ability to multi-task and oversee a broad program of events occurring simultaneously.
- Compelling communication skills both verbal and written.
- Experienced and confident in negotiating terms with professionals and government bodies
- Comfortable taking the initiative, collaboration with colleagues, making decisions and being held accountable for outcomes.
- Strong analytical and creative problem-solving skills.

It is also desirable that you have:

- Demonstrated ability to build sustainable relationships and to work collaboratively with a wide range of stakeholders including a large volunteer workforce.
- Experience of working with and reporting to a Board.
- Knowledge of Government funding bodies.
- Grant application and acquittal experience.
- Experience of working with or within a volunteer community.
- Experience of working within or with a not-for-profit organization.
- High levels of self-awareness and personal impact.