

## ***Part-time Employment Opportunity Administration Officer***

### **Background**

The Western Australian School Canteen Association Inc. (WASCA) is a non-profit health promotion charity. WASCA provides information, advice, resources and training to assist schools, sport clubs, recreation centres, community groups, health services/facilities and workplaces to establish and maintain healthy, profitable food services. WASCA works in partnership with government and other non-government organisations and reports to an Executive Committee (Board).

### **Roles and responsibilities**

WASCA is seeking a qualified Administration Officer and Bookkeeper to join the team from June 2019 - July 2020 (24 hours per week, Monday - Thursday; possible extension pending funding arrangements). This is a Part-time position and as such, pro-rata entitlements to statutory annual and sick leave are applicable.

The successful applicant will be highly motivated, have excellent written and verbal communication skills, ability to work autonomously and as part of a team and maintain confidentiality and integrity.

Key responsibilities include:

- ***Administration:***
  - Manage WASCA's reception including answering the phone and replying to WASCA emails, where appropriate; records management and stock control
  - Membership management including maintaining the membership database; and assist in coordinating Executive Committee and General Meetings
- ***Financial coordination***
  - Payroll including reconciliations, superannuation and salary packing
  - BAS, PAYG, debtor and creditor control
  - Reconciling daily, monthly and yearly transactions; preparing balance sheets; maintain general ledger; assist with annual financial audit
  - Preparation of Board reports; profit and loss statements per project monthly; financial summary report to the Treasurer prior to each meeting
- ***Project support*** as and when requested.

## Essential criteria:

1. Demonstrated experience in a similar bookkeeping role with at least three years' experience including MYOB, payroll, BAS, PAYG
2. Demonstrated knowledge of the Microsoft Office suite
3. Demonstrated high level written and oral communication skills, with strong attention to detail
4. Demonstrated time management skills and commitment to teamwork
5. A passion to learn and utilise technology for communication purposes and to streamline processes
6. Demonstrated commitment to WASCA's Health Policy
7. Working with Children Check; current driver's license; and police clearance.

## Desirable criteria:

8. Previous experience working for a not-for-profit, non-government organisation would be highly regarded but is not essential.

## Applications

Applications should include:

- Cover letter
- Curriculum vitae
- Response to the essential and desirable criteria.

Send applications to [Megan.Sauzier@education.wa.edu.au](mailto:Megan.Sauzier@education.wa.edu.au)

For more information about the position, please contact WASCA Executive Officer, Megan Sauzier on 08 9264 4999.

**Applications close 5.00pm, Thursday 6 June 2019**