

Part-time Administration Officer/Bookkeeper

Background

The Western Australian School Canteen Association Inc. (WASCA) is a not-for-profit health promotion charity that provides nutrition and food service support. You will be part of a leading public health organisation and a community that share the WASCA vision to create a sustainable, equitable and healthy food environment.

WASCA provides information, advice, resources and training to assist schools, sport clubs, recreation centres, community groups and events, health services/facilities and workplaces to establish and maintain healthy, profitable food services. WASCA works in partnership with government and other non-government organisations.

Roles and responsibilities

WASCA is seeking a qualified Administration Officer and Bookkeeper to join the team from October 2023 to June 2024, 18 hours per week; contract likely to be extended, pending funding.

This is a Part-time position and as such, pro-rata entitlements to statutory annual leave, sick leave and long service 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.

Reporting directly to the CEO, key responsibilities include:

- ***Administration:***
 - Manage WASCA's reception including answering the phone and replying to emails, where appropriate, records management, stationery and stock control
 - Membership management including maintaining the membership databases; mailouts; annual membership invoices; assist in delivering membership services.
 - Assist in coordinating Board and General Meetings
- ***Financial coordination***
 - Fortnightly payroll including reconciliations, superannuation, PAYGW and salary packaging
 - BAS, IAS, debtor and creditor control
 - Reconciling weekly, monthly, quarterly and yearly transactions
 - Maintaining general ledger; preparing profit and loss statements per project monthly; preparing balance sheet and assisting with annual financial review and audit
 - Preparation of Board reports; including financial summary report to the Treasurer prior to each meeting.

Selection criteria:

1. Demonstrated experience in a similar bookkeeping role with at least three years' experience including MYOB (or similar), payroll, BAS, PAYGW
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
8. Must have the right to live and work in Australia
9. Previous experience with MYOB Jobs and working for a not-for-profit, non-government organisation would be highly regarded but is not essential.

Applications

Applications should include:

- Cover letter responding to the selection criteria, maximum 2 pages
- Resume.

Send applications to Megan.Sauzier@education.wa.edu.au

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

Applications close 5.00pm Sunday 24 September 2023.