

Administration/Finance Officer Position Description

Position Title: Administration / Finance Officer

Reports to: Programs Manager

Salary Range: Up to \$40,000pa (pro-rata) incl 9% super, contract to June 2011 (option to extend pending funding).

Hours of Work: Permanent Part time - 16 hours (some negotiated flexibility)

Location: Monto

Background

The Burnett Catchment Care Association Inc (BCCA) was formed in 1994 and is a community based, not for profit organisation, focused on natural resource management in the Burnett and associated river systems. To facilitate community involvement and input, the BCCA adopted a management structure of an umbrella management group referred to as the BCCA Executive and paid professional staff to deliver Federal and State NRM targets within the Burnett and associated river system catchments. Over the past 16 years the organisation has advocated and acted on behalf of the catchment, the land managers and the residents to improve social, economic and environmental outcomes.

Position Objectives

- To provide administration support to the highly mobile Programs Manager and Extension Team.
- To provide bookkeeping support to the Program Manager and Treasurer for implementation of all BCCA operating programs.
- To promote BCCA as a progressive and professional natural resource management organisation as a member of the BCCA team.

Key Relationships

Internal

- Reports to Programs Manager
- Prepares financials in consultation with Programs Manager and Treasurer
- Provides administration support for all staff
- Minutes Secretary for BCCA general and management meetings

External

- Burnett Mary Regional Group for NRM (collating reports, general liaison)
- Program Partners e.g. Local Governments, Landcare and Industry Groups (general liaison, receiving reports and contracts)
- State and Federal Government (general liaison)
- General Public (reception, general liaison)
- BCCA members/clients (general liaison)
- ATO (preparation of BAS etc)
- Suppliers (Ordering, accounts, etc)

Areas of Responsibility

General

- Provide general administration for the Programs Manager and extension team
- Self-management with support but not necessarily interaction with the Programs Manager.
- Preparation of documents for the signing of the Programs Manager
- Self directed problem solving, creative, and critical thinking skills will be required with support

Financial

- Log accounts payable and prepare for payment
- Prepare payments and process associated with employment of staff (i.e. super, tax, salary, workcover, etc)
- Prepare payments for contracts related to on-ground works and partnerships

Administration

- General reception duties
- Correspondence
- Collation of reports
- File management and record keeping
- Minutes secretary

Skills and Competencies

Interpersonal

- Strong written and verbal communication skills (documents, email, phone, meetings, face to face)
- Ability to liaise with all stakeholders (land managers, government and non government organisation officers, staff, BCCA committee)

Management

- Ability to plan and manage day to day administration of a non government organisation
- The ability to apply time management principles to multiple activities and tasks

Financial

- The ability to perform basic bookkeeping (preferably experience with Quickbooks or similar)

General Administration

- The ability to create, maintain, and manage spreadsheets
- The ability to create, maintain, and manage databases
- The ability to perform word processing tasks, including develop standard business correspondence with limited direction
- The ability to perform record keeping for a multi faceted project
- The ability to collate and produce organisation reporting
- The ability to perform basic research (e.g. internet research, soliciting suppliers and quotes etc.)

Health & Safety

- Knowledge of or ability to rapidly acquire knowledge of the relevant Occupational Health and Safety (OH&S) legislation
- Develop and manage organisation's OH&S policy

General

- A current driver's license, while not essential, would be preferable

Selection Criteria

1. Demonstrated experience in contemporary administration practises

The applicant should demonstrate skills in contemporary administration practise including word-processing, spreadsheets, databases, reception, electronic and hard copy file management and record keeping. Preferably the applicant will have experience as an administration officer in a small to medium organisation, whereby the position was largely self-directed and responsible for planning the organisation's administration needs.

2. Demonstrated bookkeeping experience

The applicant should demonstrate skills in current bookkeeping practise including receiving accounts payable, preparing and processing all payments associated with employment of a small workforce, and managing contractual payments. Preferably the applicant will have experience in or the ability to rapidly gain competence in accounting software such as Quickbooks, MYOB or similar.

3. Demonstrated communication and interpersonal skills

The applicant should have a high degree of competency in written and verbal communication and interpersonal skills. Preferably the applicant will have experience in working one on one and in groups as well as preparing correspondence for small to medium organisations/enterprises with limited direction.

4. Self management and work planning

The applicant should be able to demonstrate the ability to manage and plan for multiple activities and tasks within small to medium organisations/enterprises. Preferably the applicant will have good problem solving skills and experience in organising meetings, venues, travel and minute taking.

Other Information

- A current driver's licence is preferable but not necessary.
- Burnett Catchment Care Association has a non-smoking policy in meetings, buildings and vehicles.
- The successful applicant will be subject to a 60 day probation period.
- The position may involve some limited travel to meetings away from the designated work centre.

How to Apply

Please provide a written application, including a cover letter, addressing each of the selection criteria, current resume, and at least 3 referees contactable by phone.

Applications should be sent to by email to admin@burnettcatchment.org or marked "Private and Confidential" and posted to:

Programs Manager
BCCA
PO Box 8
Monto Q 4630