

### **Coffs Harbour Regional Landcare - Admin assistant/Bookkeeper – Position Description**

CHRL is seeking an administration assistant with relevant bookkeeping skills to manage day to day administrative tasks and the organisation's finances. The successful applicant should be proficient in the MS Office suite and MYOB accounting software (AccountRight Live), including payroll. The position entails dealing with enquiries from stakeholders and members of the public by phone, email and face to face.

Experience in working in a community organisation and with volunteers, and an understanding of natural resource management will be considered favourably.

The suitable candidate will be a self-starter who is capable of working unsupervised.

The position will be for up to 15 hrs/week (may be spread over 2 or 3 days)

Applicants should be available for interview on 11<sup>th</sup> or 12<sup>th</sup> December 2019

Start date is expected to be mid-January 2020.

#### **Key Responsibilities:**

##### **Financial Management**

- Complete Annual reports for ACNC and Department of Fair Trading and Office of State Revenue to ensure legislative obligations are fulfilled and Charity and stamp duty exempt status is maintained;
- Electronic (MYOB) and physical record-keeping of financial matters;
- Management of accounts and preparation of financial reports;
- Assist accountant/auditor with information required for financial year statements;
- Assist Budget sub-committee to prepare annual budget;
- Assist Budget sub-committee to prepare quarterly budget reviews and adjust budget lines as necessary;
- Payment of employees' wages and salaries and on-costs in accordance with appropriate awards and legislation;
- Keep accurate financial records of expenditure and grants;
- Ensure CHRL's insurances are current and adequate;

##### **Administration**

- Prepare monthly reports (including financial reports) for Executive meetings
- Attend Executive and general meetings when required
- Assist CHRL Executive Committee when required
- Review and respond to email correspondence from members, volunteers and stakeholders
- Work with Council, OEH and other agencies where necessary to help CHRL fulfil its objectives
- Manage CHRL's corporate document register (policies, strategic plan etc)
- Ensure finalised minutes are filed in digital and hard copy so as to be available to members and auditor.

##### **Additional duties:**

- Deal with and/or redirect enquiries from members of the public via phone, email and face to face.
- Liaise with Landlord and utility providers regarding CHRL premises and utilities
- Assist other staff with various administration duties

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Please email Expression of Interest detailing your suitability for this position, along with your CV, to:  
[jude@coffslandcare.org.au](mailto:jude@coffslandcare.org.au) by 9am on Wednesday 4<sup>th</sup> December 2019.

For further information contact Jude Turner: ph: 02 6651 1308