

**Sarina Landcare Catchment Management Association Inc.**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Administration Officer
<b>LOCATION:</b>	Sarina
<b>TERM OF EMPLOYMENT:</b>	June to 31 December 2022, <i>with the possibility of an extension, pending continued funding.</i>
<b>TYPE OF POSITION:</b>	Part-time, 30 hrs per fortnight, flexible hours
<b>REPORTS TO:</b>	Coordinator
<b>LEVEL:</b>	Pro rata salary from \$50 000, dependent on experience.

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**PURPOSE OF POSITION**

The purpose of the position is to support the Coordinator and Sarina Landcare Catchment Management Association (SLCMA) by providing a range of financial, secretarial, administrative, support services to assist in the effective functioning of the organisation.

Services to be provided will encompass bookkeeping including payroll & BAS/Super reporting; administration of contracts and service agreements for projects and services, asset management, general office and administrative policies and procedures, maintaining registers such as membership, volunteers, updating website and social media.

**ORGANISATIONAL ENVIRONMENT**

SLCMA is a not-for-profit incorporated organization and is governed by a management committee in accordance with the provisions of the *Associations Incorporation Act*. The vision for the Sarina Catchment area as stated in the Sarina Integrated Catchment Management Strategy, 2001 is that “The Sarina Catchment Area is an economically viable region, which is ecologically sustainable and well regarded as a healthy place to live and work”.

SLCMA encourages and assists the local community to understand, manage and retain the natural resources and unique biodiversity within the Sarina Catchment. We do this through a strategic integrated approach to natural resource management and biodiversity conservation. We work in partnership with the community and stakeholders to develop and implement priority Landcare & Natural Resource Management projects to undertake activities such as: property visits and land management advice to landholders; on-ground rehabilitation projects; engaging youth and volunteers in educational and practical Landcare activities, general awareness raising within the community.

**WORKING ENVIRONMENT**

SLCMA operates within the Sarina Catchment Area which includes subcatchments of all coastal streams from Alligator Creek in the north to Cattle Creek in the south, west to the Connors Range. The administrative centre for SLCMA is in the Sarina Township, with the position operating out of an office located at 101 Beach Road, Sarina.

**REMUNERATION & HOURS**

The position attracts a pro rata salary from \$50 000; plus long service leave, compulsory employee super contribution, 4 weeks annual leave (pro rata) with 17.5% annual leave loading.

The position is part-time, 30 hrs per fortnight, with flexible working hours (within business hours) with the possibility of an extension, pending continued funding.

A performance review will be conducted after a three month probation period commencing from commencement of employment.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

Under the direction of the Coordinator, the Administration Officer will be responsible for the efficient and effective delivery of the following:

- Bookkeeping (using Intuit Quickbooks) including: invoicing, paying bills, depositing funds; monthly reconciliation of accounts; payroll; processing of superannuation & BAS; preparation of end of financial year statements for annual financial audit
- Maintain asset register including plant and equipment stocktakes, maintenance and repairs.
- Maintain website and social media: keep up-to-date such uploading monthly newsletters, forms and photos, promotion of events etc
- Processing of memberships and maintenance of membership database
- Assist with the development and maintenance of administrative processes and procedures to ensure the effective and efficient operation of the organisation.
- Community and member support: enquiries, distribution of monthly newsletter, meeting information and event flyers, renewal of memberships
- Undertake computing activities including word processing, publisher and spreadsheets and using standard packages eg *Microsoft Office Professional Suite*.
- Assist with the promotion and preparation of SLCMA events such as catering and bookings
- Maintain inwards and outwards correspondence records
- Other administrative and general duties as directed by the Coordinator.

## **PRIMARY DELEGATIONS AND ACCOUNTABILITIES**

### **Key Performance Indicators**

Performance in the position will be based on achievement of the following outcomes.

- Effective and timely delivery of administration, financial and support services.
- Knowledge of the job: Exhibit job-relevant knowledge and skills needed to perform the duties and requirements of the job.
- Attendance: Report to work on a timely basis and stay on the job.
- Productivity: Plan and prioritise work, set and accomplish goals, use available resources and complete tasks accurately and on schedule.
- Team work: Exhibit willingness to work as a team member.
- Interpersonal relations and customer service: Exhibit a good working relationship with peers, supervisors, stakeholders, volunteers and the general public.
- Communication: Effectively communicate in oral and written disciplines with a broad range of stakeholders.
- Dependability: Demonstrates reliability in performing work tasks and carry out instructions. Exhibits willingness to take on responsibilities and to be accountable for them.

### **Reporting**

The position reports to the Coordinator and is required to work closely with other key members of the SLCMA team including the SLCMA management committee.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

Significant experience in the provision of a broad range of secretarial administration, financial and support services, particularly in a dynamic operating environment, would be an essential prerequisite to appointment to the position. The following skills are considered necessary:

- Proficient in full Microsoft Office Suite
- Experience with financial software programs, preferably Intuit Quickbooks, but not essential.
- Experience in bookkeeping including invoicing, payroll, preparation of financial statements, superannuation and BAS requirements.
- Ability to operate general office equipment
- Good organisational skills and ability to operate unsupervised

Formal qualifications in business administration or a related discipline, while not essential, would be highly regarded.

### **SELECTION CRITERIA**

- SC1** Demonstrated ability to efficiently and effectively provide a high level of secretarial, administrative, financial and support services in a dynamic operating environment.
- SC2** Demonstrated ability and solid understanding of bookkeeping, using financial software programs such as Quickbooks.
- SC3** High-level written and oral communication skills, particularly with respect to the customer enquiries, compilation agendas, minutes and general business correspondence.
- SC3** Strong interpersonal skills, including tact, ethical conduct, confidentiality and the ability to effectively liaise, consult and negotiate with staff and clients.
- SC4** Ability to participate effectively as a member of a small, dynamic team, with demonstrated capacity to create and apply innovative solutions, work under pressure, prioritise competing requests, meet deadlines and take responsibility for tasks.
- SC5** Demonstrated high-level computer skills, including word processing, spreadsheets and database packages.

**NOTE: Applicants should specifically address each of the selection criteria. Short listing and selection for interviews will be based on your responses to these selection criteria.**

### **ADDITIONAL REQUIREMENTS**

- A current "C" Class Drivers Licence
- The position may require work outside normal office hours, nights/weekends, to attend meetings and facilitate group activities, as required. Time off in lieu will apply.
- The position may require private vehicle use for work purposes with vehicle allowance to be paid as per Schedule B.

### **OTHER INFORMATION**

- SLCMA is an equal opportunity employer.
- The organisation employs a no smoking policy in its offices and motor vehicles.

### **TO APPLY FOR THE POSITION**

To apply for the position, it is recommended that you submit:

1. A covering letter for your application for the position;
2. A statement outlining how you meet the position's selection criteria;
3. A copy of your Resume and
4. Details of recent referees who have agreed to be contacted by us for a telephone reference check.

Applications for this position should be marked 'Private and Confidential' and emailed to: [coordinator@sarinalandcare.org.au](mailto:coordinator@sarinalandcare.org.au)

Applications due by 5pm, 24<sup>th</sup> June 2022. Applications will be reviewed upon receipt, please don't delay if you think this position is for you.

### **FOR MORE INFORMATION**

Contact SLCMA on (07) 4956 1388 or [coordinator@sarinalandcare.org.au](mailto:coordinator@sarinalandcare.org.au)