FINANCE AND ADMINISTRATION OFFICER

Are you an experienced office administrator with great financial skills seeking a diverse role?

Do you want to work as part of a close-knit team in a supportive, friendly and professional environment?

We are offering an exciting opportunity to a person who is enthusiastic, a team player with excellent organisation skills, and a high level of computing skills.

In this position you will be responsible for providing support to the President, Executive and Councillors of the organisation. You will be committed to ensuring that affiliated P&C Associations receive the highest possible service.

You will be responsible for managing the day to day finance requirements of the organisation; grant submissions; developing budgets and providing financial reports and advice as directed by State Council and the President.

The role is also responsible for providing relevant information to enable the organisation to comply with the Associations Incorporations Act and promoting continuous improvement of processes and systems.

To be successful in this position you will possess demonstrated finance and administration experience, pride yourself on your written and oral communication skills and be confident in applying experience and intuition to ensure the organisation remains planned, organised, responsive and in-touch with stakeholders.

An attractive remuneration will be offered dependent on the level of experience.

The position is full-time however a part-time arrangement of 0.8FTE may be considered.

For further job related information contact: Ms Kylie Catto (President) on 0477 644 000 (not to be contacted for application packages)

Application Package including selection criteria can be obtained from our website www.wacsso.wa.edu.au or by contacting: Jody Quinn at WACSSO by email info@wacsso.wa.edu.au or phone on 08 9264 4000.

Closing Date: 4:00pm Friday 3rd March, 2017.
Late applications will not be considered.