

# Position Vacant at Willum Warrain – Casual Office Administrator

Willum Warrain Aboriginal Association runs a gathering place in 10 Pound Road, Hastings, servicing the Aboriginal and Torres Strait Islander community on the Mornington Peninsula. The Officer Administrator role supports the administrative, communication and financial functions of the organisation. We are looking for someone who is reliable, honest hardworking and willing to help our professional staff with whatever task is required on the day. You will be able to multi-task, work to timelines, be able to work independently as well as under the supervision of the Gathering Place Coordinator.

## We are looking for an additional team member who is:

- A team player who is flexible and willing to work respectfully in an Aboriginal organisation
- Committed to support the financial and administrative function of our organisation
- Able to have fun while working in our team

## About you:

- **Attention to detail**...this is key to the role
- Ability to learn on the job
- Technologically savvy, solid IT experience and skills
- Has good communications skills and a friendly demeanour
- Be well-organised, punctual and reliable

## Key Selection Criteria:

### Bookkeeping

- Support the administrative and financial functions of the organisation including:
  - Experience with Xero (accounting software) and Receiptbank preferred
  - Managing Accounts Payable including supplier reconciliations
  - Processing Payroll
  - Bookkeeping qualifications / experience
  - Reviewing and approving supply requisitions

### Administration

- Strong written communications skills to support internal and external correspondence and communications, including social media
- Be able to develop and follow processes and procedures
- Assisting designing and distributing marketing material
- Ability to prioritise and manage concurrent tasks

## Employment conditions:

It is envisioned that this work would be initially on a casual basis with a view to convert to permanent part time in the future. The role is 2 days per week and approximately 5 - 6 hours per day to a maximum of 11 hours per week. Times and days attended are flexible to balance both the business requirements and your family needs. It is essential that the successful candidate has their own transport.

Salary is negotiable depending on experience and qualifications.

**Aboriginal, Torres Strait Islander and kin are encouraged to apply.**

For a more details, contact Karsten Poll, Gathering Place Coordinator at Willum Warrain 0403 528 034 or by email, [gpc@willumwarrain.com.au](mailto:gpc@willumwarrain.com.au)

## How to apply

Send applications with resume and cover letter addressing the key selection criteria to Karsten Poll, Gathering Place Coordinator, by **5.00 pm Monday 13<sup>th</sup> May** at [gpc@willumwarrain.com.au](mailto:gpc@willumwarrain.com.au)

**NB.** Please note that interviews will be held the week starting Monday 20th May at Willum Warrain.