

## POSITION DESCRIPTION

### ADMINISTRATOR

Office/projects



**Employer:** Murrumbidgee Landcare Inc.

**Location:** Wagga Wagga, NSW

**Salary/Conditions:** 22.5 hours per week @ \$45,000 - \$55,000 per annum pro-rata, based on skills and experience. 1 year contract to 30 June 2015 with three month probationary period. Prospects for renewal subject to funding and performance.

*Murrumbidgee Landcare Inc.* (MLi) is a not-for-profit, community organisation that has been representing community Landcare in the Murrumbidgee catchment for over 17 years. MLi works to support Landcare Networks; promote community Landcare and the Landcare ethos and broker strategic alliances to develop projects to improve community and land holder knowledge and adoption of sustainable agricultural and environmental practices.

MLi currently has contracts with both state and national governments, with regional agencies and other organisations to deliver projects involving community engagement, education and on-ground works to achieve environmental targets. These are multi-partner projects which employ local staff as well as contractors. Some projects are short term and others extend to 2018. The total value of these contracts is approximately \$1.3 million.

MLi seeks to employ a part-time (22.5 hours per week) Administrator to be based at the MLi office at the Wagga Agricultural Institute, Pine Gully Road, Wagga Wagga.

The Administrator will work under the overall direction of the MLi Executive Officer and provide administrative support for all aspects of the association's work including committees, the office and projects. The position requires an experienced administrator who is capable of self-direction and has a good understanding of the timely administrative functions required to ensure the effective operation of the organisation and its projects.

**ADMINISTRATOR** to take responsibility for:

#### **For the office**

- bookkeeping
- payroll
- Administer fortnightly time sheets and leave entitlements
- Maintain employment records
- Prepare organisation records for annual audit
- Prepare quarterly BAS
- Maintain and update office procedures and other office documents.

#### **For the committees**

- Administer and provide secretariat to project steering committees (notifications, minutes, agendas)
- Organise meetings (venue and catering)
- Calendar management to co-ordinate meetings both with internal staff and external committee members and consultants.

#### **For the organisation and projects**

- Maintain web delivered communications and contact systems
- Assist with project communications including production of flyers and newsletters
- Administer and report on project and organisation budgets
- Prepare financial reports on projects to meet contractual obligations
- Ensure information required for project reporting is collected from project staff
- Maintain an annual schedule of project reporting, meeting and milestone requirements

#### **Reporting**

- At the direction of the Executive Officer

## **SELECTION CRITERIA**

### **ESSENTIAL**

The successful applicant will have:

- Excellent written and verbal communication skills
- Excellent computer, web and email skills
- Excellent organisational skills
- Demonstrated experience with MYOB
- Demonstrated knowledge of the breadth of administrative tasks required to ensure the efficient functioning of a small office
- An ability to be self-directed and work in a small-office situation with minimal supervision
- Demonstrated experience with financial administration and reporting.
- An appreciation of the ethos of not-for-profit, community organisations
- An ability to multi-task and respond to fluctuation work demands.
- A preparedness to undertake training in Calxa budget reporting software

### **DESIRABLE**

It is desirable that the successful applicant will have:

- An understanding of the procedures of incorporated associations
- An appreciation of the work of community volunteers
- An appreciation of NRM issues and the various government and non-government organisations involved in addressing NRM issues
- Experience with providing administrative services across multiple projects or activity areas.

The position is based in Wagga Wagga for 22.5 hours per week up to 30th June 2015, with scope for continuing employment and increasing employment hours beyond this date depending on the availability of funding and satisfactory performance. Working hours are flexible but the Administrator is required to work from the Wagga Wagga office and be available for quarterly committee meeting and project steering committee meetings as required.

### **Further information**

Marion Benjamin, Executive Officer ph. 02 6933 1443 mob. 0431 935 774 email: <a href="mailto:manager@mli.org.au">manager@mli.org.au</a>
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### **Closing date: Sunday 15<sup>th</sup> June 2014**

Applications may be submitted:

By post - P.O.Box 710, Wagga Wagga, NSW

By email – [manager@mli.org.au](mailto:manager@mli.org.au)