



Position Description

Administration Officer

Title:	Administration Officer
Organisation:	Bellarine Catchment Network (BCN)
Location:	Bellarine Environment Centre, 865 Swan Bay Rd, Mannerim, VIC 3222. Flexible work arrangements including some working from home may be arranged.
Salaries / Award:	As per Victorian Workplace Agreement Part time 0.2 FTE at 7.6 hrs per week / 15.2 hrs per fortnight Band 6: \$61,910 – \$71,858 + 11.5% super
Term / Tenure:	The position is for 12 months from commencement date. A further 12-month extension may be possible subject to satisfactory performance and organisational budget
Reports to:	Executive Officer
Application:	Send applications to info@bcn.org.au before 5pm Sunday the 21st of July 2024 . Include a cover letter, resume and responses to the Key Selection Criteria. For more info, email naomi@bcn.org.au .

About Bellarine Catchment Network

The Bellarine Catchment Network (BCN) is a network supported of over 39 community groups, land managers and government organisations collaboratively delivering environmental projects across the Bellarine and Geelong region. BCN is governed by an incorporated committee and employs a team of permanent contracted and casual staff.

The Bellarine Peninsula is 34,000 ha in area with 137 km of bay, estuary and ocean frontage. Only about 5% of it retains its original vegetation cover. BCN's Vision is for "healthy, flourishing and diverse ecosystems cared for by an aware and engaged community." More information about our plans and projects can be found in our Strategic Plan, 2022-23 Annual Report and on our website at www.environmentbellarine.org.au.

About the role

This role will report directly to the Executive Officer and will assist the financial and organisational administration for BCN. The main priorities for this role are to build our organisational and staff capacity and to complete other duties as required.

Strategic Alignment

This role will help to deliver Goal 3 in our 5-year Strategic Plan. Goal 3 aims to **Empower** by “Building and empowering a collaborative network delivering projects in line with the United Nations Sustainable Development Goals.” This includes outcomes such as:

- 3.1 Develop BCN governance capacity
- 3.2 Build financial sustainability
- 3.3 Strengthen staff capacity

Key Duties

Financial Duties

- Support financial management by receiving, reviewing, and verifying invoices.
- Accurately enter payments and invoice details into the accounting system.
- Maintain organized and easily accessible digital and physical records of all invoices and related documents.
- Generate regular reports on invoice status, outstanding payments, and other relevant financial data for management review.
- Monitor income and expenditure against organisational and project budgets including the identification of data irregularities.
- Prepare financial reports and updates for the Leadership Team and Committee.
- Assist with other administrative tasks as needed, including filing, document management, and office support activities.

Administration Duties

- Assist with the planning and execution of BCN committee meetings and bi-monthly network meetings.
- Provide monthly financial reports to the BCN Leadership Team and BCN Committee.
- Assist with other administrative tasks as needed, including filing, document management, and office support activities.
- Maintain and monitor organisational policy register and advise Executive Officer.
- Maintain and manage the acquisition of the organisations insurance, reporting requirements, Work Cover and others as required.

Professional Practice

- Adhere to organisational policies and perform duties in a responsible and professional manner with strong consideration for sensible OH&S and work place relations.
- Contribute to ensuring the safety and well-being of staff, volunteers and partners.
- Maintain a high level of professionalism and model values of integrity, inclusiveness, respect and collaboration.

Relationships

Internal

- Reports directly to the Executive Officer.
- BCN Committee and Sub-Committee's, individual group / agency representatives, the BCN Executive Officer and other BCN staff.

External

- External Accountants, Bendigo Bank, ATO, Super Clearing house.

Key Selection Criteria

Essential

1. Relevant tertiary qualifications in administration, book-keeping, business management or equivalent, or at least 2 years in a similar role.
2. Proficiency in Xero or similar accounting software, MS Word and Excel.
3. Good communication and problem-solving skills.
4. Capacity to work autonomously with limited supervision with a demonstrated ability to manage time effectively and working to deadlines.
5. Willingness to work collaboratively and positively in a multidisciplinary team.
6. A current Australian Drivers Licence.

Desirable

1. Experience working with volunteer committees and/or the not-for-profit sector.

Further Information

Working Conditions

We support flexible work arrangements to better balance their work and personal lives. Flexible hours and a combination of office and remote working can be discussed.

Diversity and Safety

We encourage people from a diverse range of backgrounds to apply. We are an inclusive workplace and embrace diverse thinking and innovation. BCN is a child safe organisation and we are committed to ensuring the safety and wellbeing of children.

Contact and Application

For further information about this role, please email Naomi at naomi@bcn.org.au.

Applications are due before 5pm on **Sunday the 21st of July 2024**. Please email a cover letter, resume and responses to the Key Selection Criteria to info@bcn.org.au.