**POSITION TITLE:** Business Administrator and Company Secretary

**EMPLOYER:** ECOllaboration Ltd

**TYPE OF VACANCY:** Part time 18 hours weekly

**SALARY RANGE:** Level 4 Clerical Award

**WORK REGION:** Sunshine Coast

**OFFICE LOCATION:** Nambour

**REPORTING OFFICER:** Chief Executive Officer

**CONTACT PHONE:** 07 54 764 777

**CONTACT EMAIL:** cerran@ECOllaboration.org.au

**ECOllaboration Ltd**

ECOllaboration is a for purpose company to advance the achievement of relsilient lanscapes by resilient communiites. Underpinning this purpose are activities:

1. supporting knowledge and skills development, connection to place and social networks with reinforcing values and beliefs;
2. promoting and establishing environmentally sound infrastructure from a diverse economic base;
3. undertaking projects and technical investigations in support of the objectives;
4. providing leadership and skilled governance with a broad outlook;
5. maintaining a public fund called the ECOllaboration Public Fund compliant with 30-E of the Income Tax Assessment Act 1997 for the specific purpose of supporting the objects of ECOllaboration Ltd.

The company is limited by guarantee and trades as ECOllaboration, Catchment Services, ECO Contracting, Maroochy Waterwatch and Coolum Community Native Nursery.

ECOllaboration operates a diverse range of activities throughout South East Queensland. These activities range from:

* Community water quality monitoring
* Amphibian surveys
* Maroochy and Mooloolah River Patrol and litter surveys
* Natural area management
* Biocontrol programs
* Dune, riverine and land revegetation programs
* Water and air monitoring
* School and community education programs and guest speaker at community and other forums
* Coolum Community Native Nursery
* Research programs
* Ecotourism programs
* Accredited training programs (business and conservation)
* Friends of Parks program
* Work for the Dole programs
* Science awards judging
* University program reviewing (science and business)
* Community group supervision in conservation.

**Business Administrator**

**PURPOSE OF POSITION**

ECOllaboration Ltd is seeking an enthusiastic individual to effectively manage business administration duties of the organisation and act as company secretary.

**KEY ROLE AND REPSONSBILITIES**

* The Office Administrator will report to the CEO and liaise with board members as needed.
* Work will be without supervision with general guidance on progress and outcomes.
* To have specific knowledge of MYOB and accounting practices to the Clerical Award Level 4 for decision making by senior management.
* Other administration duties will require application of knowledge with depth in some areas and a broad range of skills.
* Initiative, discretion and judgement are required regularly in carrying out duties.
* Supervision of volunteers, trainees and employees in administration roles to coordinate work flow, check progress and resolve problems.
* The Business Administrator will be required to undertake all tasks associated with the Secretary of ECOllaboration Ltd.

**General Duties**

* Front of office duties such as answering the phone
* Record mail and distribute to relevant persons
* Be responsible for the filing and maintaining of administration, secretarial and project records
* Be responsible for the payroll, superannuation and workers compensation
* Be responsible for the accounts receivable, payable and petty cash
* Be responsible for MYOB data entry, bank reconciliation and report generation
* Be responsible for GST payments
* Be responsible for organising, providing financial reports, and being able to answer questions during the annual audit and during board meetings
* Attend ECOllaboration and other meetings, take minutes and distribute minutes and agendas and other papers as required to board members
* Being the Public Officer of a company limited by guarantee and associated duties as secretary
* Oversee and train volunteers and trainees in administration and ensure they have work to suit their skill level

**Other duties** as directed by the CEO or board, including but not limited to:

* Data entry
* Mail merges
* Ensure workplace health and safety standards and organisational policy are adhered to.

**SELECTION CRITERIA**

1. A Certificate III or higher in Business Administration
2. Proven high level interpersonal, oral and written communication skills
3. Accounting, MYOB and business administration knowledge
4. Proven ability to generate financial/tax schedules, calculating salary requirements, completing and processing payroll and reconciliation of accounts
5. Proven ability in accounting for employment conditions, workers compensation and superannuation entitlements, procedures and regulations
6. Proven ability in managing the general finances of the organization including accounts receivable and payable and the generation financial reports as needed by management and the Treasurer
7. Demonstrated ability to manage workflow
8. Demonstrated ability to manage volunteers and trainees in business administration.
9. Experience as Secretary in incorporated organisations.

**HIGHLY DESIRABLE**

MYOB certificate