



Business Administrator ***Part-time***

A new role provides the opportunity for someone with bookkeeping and administrative skills and experience looking to work with a small team for 21 – 25 hours per week.

Working closely with the Executive Officer and Treasurer of Place Leaders Association Limited, a Sydney CBD-based not-for-profit association, you will have responsibility for undertaking the financial transactions of the company, and ensuring the smooth running of the operations of the small office.

The scope of the role is wide and includes :

- Accounts Receivable and Payable
- Establishing bookkeeping and financial procedures
- Financial reporting
- Coordinate annual audit
- Collating Board papers
- Providing general administrative and secretarial support
- Liaise with external suppliers
- Maintaining information systems

To be considered for this role, you will :

- ♦ Have a minimum 5 years experience working in a bookkeeping and general administrative role
- ♦ Have the capacity to work independently but within a small team
- ♦ Be proactive, organised and motivated
- ♦ Possess well-developed communication skills
- ♦ Have advanced computer skills, including MS Office and MYOB software

Applications should be addressed to the Executive Officer, including a covering letter and resume and be forwarded to : pla@placeleaders.com

Closing date for applications : Tuesday 6 July 2010

To be eligible to apply for this position you must have an appropriate Australian or New Zealand work visa.