



**HERE FOR
YOUNG
WRITERS**

ADMINISTRATOR

POSITION DESCRIPTION, SELECTION CRITERIA AND HOW TO APPLY

ABOUT EXPRESS MEDIA

Express Media is a national, not-for-profit organisation that provides access, encourages inclusion and supports participation in writing and media by developing, publishing, promoting and recognising young Australian writers. Our annual program includes:

- School and community workshops
- Craft and skills development opportunities
- Publication and promotion of young writers and their work
- Networking and showcase events
- Awarded opportunities and prizes

POSITION SUMMARY

We are currently seeking an outstanding Administrator to join our small but busy team. The Administrator is responsible for the organisation's financial processes, including the handling of accounts payable and receivable, financial data entry, payroll and the preparation of budget reporting. Other responsibilities include email and written correspondence, managing memberships, subscriptions and contacts databases, and ensuring a high level of administrative support for the CEO.

KEY RESPONSIBILITIES

- Manage accounts payable and receivable
- Enter data and maintain accounts using Xero accounting software
- Maintain an efficient, timely and compliant payroll function
- Work with the CEO to manage cash flow in line with organisational and program budgets
- Manage statutory compliance and taxation (BAS, PAYG, superannuation, WorkCover, insurance)
- Produce a monthly financial report (BS, P&L, cash flow statement, budget comparison)
- Contribute to the development and maintenance of Express Media financial management policies
- Undertake administrative tasks including banking, mail, filing and word processing
- Respond to member and external enquiries via telephone, email and in person
- Manage memberships, subscriptions and contacts database
- Maintain a register of contracts and agreements including leasing and insurance arrangements

CONDITIONS

- The position is 0.4 EFT at \$45,000 pro rata, with days of the week and regular working hours to be negotiated
- The employee is entitled to leave as per the as per the National Employment Standards plus 9.5% superannuation
- The employee is insured by appropriate WorkCover while working at Express Media
- All Express Media staff are employed under annual, renewable contracts subject to funding conditions
- The position reports to the CEO
- The position is located at the Express Media office, Level 3, The Wheeler Centre, 176 Little Lonsdale St, Melbourne. The employee is provided with a workstation and a friendly working environment

SELECTION CRITERIA

- A sound knowledge and understanding of Express Media and Australia's literary and media landscape
- Financial management experience (including accounts payable and receivable, payroll, budgeting, bookkeeping and producing monthly financial reports)
- Experience working with Xero or equivalent financial software
- Experience in administration (including word processing, email and internet applications, and a familiarity with spreadsheets and database software)
- Excellent communications skills, both oral and written
- Experience corresponding with volunteers, customers, clients or members

HOW TO APPLY

Your application must include:

- Your covering letter
- Your current CV including three referees
- A statement addressing each of the selection criteria (two page maximum)

Your application must be saved as one file (word or PDF) with your surname as the file name.

Apply by email to generalmanager@expressmedia.org.au using the subject line APPLICATION: ADMINISTRATOR.

Applications close at 9am on Monday June 5, 2017. Interviews for the position will take place in that week and the successful candidate is expected to begin in the role in the week of Monday June 19.

For further information please call Express Media on (03) 9094 7886 and speak to Pippa Bainbridge, General Manager / CEO.