

POSITION DESCRIPTION



Position Title:	Book Keeper / Admin		
Reports to:	Operations Manager	Direct Reports:	0
Employment Status:	Permanent – Part Time		
Hours	8-10 Hours per week		
Melbourne East Netball Association	<p>Melbourne East Netball Association (MENA) is a not for profit, member based organisation which is governed by a volunteer Board of Directors.</p> <p>The Association was established in 1952 and has been providing a range of netball competitions and associated programs (eg Tournaments, Coaching and Umpiring Courses and training) in the Outer Eastern Suburbs for over 50 years. Today the Association consists of sixteen (16) Affiliate Clubs and approximately twenty (20) independent teams located throughout the eastern suburbs, centred on the Heathmont/Ringwood area. Clubs from as far as Park Orchards (North), Bayswater (East), Vermont (South) and Blackburn Lake (West) play in the Association. The Association offers a range of competitions and programs such as, but not limited to:- Open Women's, 17 & Under, 15 & Under, 13 & Under Mixed, 11 & Under Mixed and 9 & Under Mixed Competitions on Saturdays; Walking Netball, Ladies Competitions, Twilight Tournament for Club teams; and a Representative Program consisting of teams for, 17 & Under, 15 & Under, 13 & Under and Development Squad for the 11 & Under age group.</p> <p>MENA is an affiliated member of Netball Victoria (NV) and actively participates in NV programs as part of the Chisholm Region.</p> <p>Melbourne East Netball Association purpose is to provide for the conduct, encouragement, promotion and administration of the sport of netball throughout the eastern suburbs of Melbourne area</p> <p>Melbourne East Netball Association values of transparency, respect, inclusive, unity and integrity are to be maintained at all times.</p>		
Commitment to Child Safety	<p>We require all applicants to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball</p> <p>At Melbourne East Netball Association, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p>Melbourne East Netball Association Commitment to Safeguarding Children & Young People Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Melbourne East Netball Association is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>		

Primary Purpose of Position
<ul style="list-style-type: none"> This position is responsible for managing MENA's financial accounts and any general office admin work as directed.

Key Responsibilities

This position is responsible for managing MENA's financial accounts and general office admin work. The holder of this position is responsible for the following:

- Entering items into MENA's accounting software.
- Paying bills and managing payroll for MENA staff.
- Liaising with the MENA Treasurer regarding any issues with the MENA accounts.
- Providing financial reports to the Treasurer as required.
- Entering budget information into MENA's accounting software.
- Providing backup support for the Competition Administrator and Communications Officer for general admin tasks required to be completed.

Key Selection Criteria

The successful applicant will:

1. Certificate in Bookkeeping or extensive previous experience in bookkeeping is required
2. Good computer skills
3. Good knowledge of accounting software such as MYOB or Xero
4. Well-developed written and verbal communication skills including report writing.
5. Ability to effectively manage time and competing priorities.
6. High level literacy and numeracy skills.
7. Strong attention to detail and accuracy in managing information.
- 8.** Ability to maintain confidentiality and privacy.

Other Requirements

- Must hold at all times a current Victorian Working with Children Check (required prior to commencement in role)
- A flexible and team-oriented approach to your work.
- A strong sense of responsibility and follow-through, with the ability to work independently.
- Professional, with a calm and courteous manner.
- High degree of personal integrity and honesty.