

Camp Coolamatong Administration and Finance Position



Responsible To: Coolamatong Camps Director

Duration of Contract: Permanent Part-Time: 16 hours a week minimum.

Remuneration: Commensurate with experience and qualifications.

Background:

SU Victoria runs two campsites on the Banksia Peninsula, the Coolamatong Farm Camp and Lake Camp. This position will be located on site at Coolamatong (15mins south of Bairnsdale) and be responsible for the overall administration, financial accounting and service of schools, and the staff and volunteer team of both Coolamatong campsites.

SU Victoria and Camp Coolamatong is a Christian not-for-profit organisation serving children, young people, and families.

Position Profile:

Key Responsibilities:

This role will be responsible for

1) Administrative support – Including Service of Schools and staff/volunteer team

- Respond to and direct phone/email enquiries
- Assistance in keeping the website up to date
- Keep accurate records of enquiries
- Assist Marketing activities
- Assistance in the administration of events (promotional, celebratory etc)
- Any other administrative tasks as delegated by the Camps Director.

2) The day to day financial management of the campsites involving:

- Account keeping:
- Accounts Payable:
- Accounts Receivable:
- Reporting

Scripture Union utilises established financial systems and practices as managed out of head office in Melbourne, the person in this role would work with the SU Finance Manager to replicate systems, as appropriate, at the campsite to achieve continuity in key areas. This person may be required to visit SU head office from time to time for occasional meeting with the finance manager if or when required.

Skills / Experience

- Training in MYOB or similar bookkeeping package
- Demonstrated experience managing books for a small business
- Preparation of monthly financial reports
- Administrative support to a small office environment

Attributes

- A strong Christian faith and active participation in Christian community
- A strong commitment to the ethos and mission of SU Victoria and Camp Coolamatong.
- Self motivated and energetic, providing proactive input
- Work well as part of a busy team
- Able to take initiative and work with a level of autonomy
- Capacity to work to deadlines with a high degree of accuracy
- Maintain attention to detail
- Strong personal organisational skills
- Possess excellent communication skills
- Flexible, willing, and able to adjust to new challenges
- Ability to manage competing priorities.