



THE JUNCTION NEIGHBOURHOOD CENTRE INC (JNC)

BUSINESS SERVICES SUPPORT OFFICER

The Junction Neighbourhood Centre (JNC) is looking for an organised person with high level administration skills and experience in MYOB Financial Systems for accounting and payroll processing and other administrative tasks. You will work collaboratively, as part of a small team, providing support to the Business Services Manager and General Manager. The successful employee will be committed to social justice.

This is a part time (7 hours per week, preferably available Mondays) position based at Maroubra with occasional work at our Randwick, Maroubra and Glebe centres.

The JNC is a community based not for profit organisation that has operated for over 40 years. The JNC has centres at Maroubra Junction, Randwick, Bondi Junction and Glebe. We provide community information, referral, support and a wide range of community services.

Essential Criteria

1. High Level administration skills
2. Accounting or bookkeeping qualifications and/or demonstrated equivalent experience
3. Experience in using MYOB Financial Systems for accounting and payroll
4. Intermediate skills in Excel
5. Min two years' experience in book keeping
6. Excellent verbal and written communication skills
7. Strong attention to detail
8. Current Driver's License Class C

Desirable Criteria

1. Ability to speak a community language
2. Access to a comprehensive knowledge of financial management in an Non-government Organisation

Applicants must be willing to have a Police Check and Working With Children Check clearance.

SCHCADS Award Level 5 with above award conditions and attractive salary packaging. Must be willing to complete a computer-based IT skills assessment.

For further information and a position description please refer to the attached position description or contact Petra Besta on **9349 8200**. Applicants must address the essential and desirable criteria in their application to be eligible for an interview. Interviews will be held on Tuesday 4th July 2017.

Applications in writing by 9.00am on Monday 26th June 2017 by e-mail to jobs@jnc.org.au or by mail to

Human Resources Support Coordinator
The Junction Neighbourhood Centre
Shop 2, 669-673 Anzac Parade
Maroubra Junction, NSW 2035

See our website for more information about our organisation www.jnc.org.au