



King Ash Bay Fishing Club Inc.

ABN: 21 370 493 098

PO Box 474 Borroloola NT 0854

08 8975 9800 08 8975 8383

POSITION DESCRIPTION

Finance Support Officer

Reports To:	Treasurer KAB Fishing Club (President in absence)
Description of Role:	The Finance Support Officer is a support role to the Treasurer. The main place of work is the club office.
Period of Role:	Contract, ongoing
Hours:	10 hours fortnight

Duties Include:

- Reconcile Bank accounts
- Maintain accounts email
- Receive and pay approved invoices
- Calculate and send 16 and 8 week By-Law invoices
- Support Financial auditing process
- Generate end of year financial report
- Provide bank statement for caretaker at the end of each week
- Complete the activity statements (BAS) quarterly
- Payroll fortnightly
- Superannuation
- Enter both bar and caretaker reports into accounts system
- Retrieve financial reports for the committee monthly meetings

Necessary Qualifications, Experience and Attributes:

- Experience in Administration or office work
- Experience in Reckon accounting system or similar
- Experience with common computer applications like email, word processing
- Good interpersonal skills and pleasant manner

Desirable Qualifications, Experience and Attributes:

- Sound knowledge in King Ash Bay Fishing club processes, systems and culture.

Remuneration:

Determined by discussion with successful candidate(s)

Timesheets to completed fortnightly and handed to the supervisor for approval on Tuesday's. Pay days are fortnightly on a Wednesday.

Termination:

A minimum of one fortnight (2 weeks) notice must be given from either parties to terminate this agreement.