
**Aarnja**^{Ltd} This job is no longer available

Office Manager

Aarnja Ltd

Broome, Broome & Kimberley WA

Office Management (Administration & Office Support)

\$90,000 - \$99,999 • Full time

Posted 8d ago

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Who we are

Aarnja is a regional organisation for Kimberley Aboriginal people, founded on our culture and values. Our vision is to empower Kimberley Aboriginal people, communities and organisations to have a strong Aboriginal identity and share in all of the social and economic opportunities of modern society. Our mission is to value add through an Aboriginal led approach to solutions for Kimberley Aboriginal people, families and communities.

About the role

The Office Manager provides financial management, manages Board requirements, ensure the smooth running of the office on a day-to-day basis, provides ongoing support to executive level management, and the supervision of administration and project staff. This role also calls for excellent communication skills, attention to detail, ability to apply knowledge in a practical manner, and to effectively maintain relationships with internal and external stakeholders.

Tasks & responsibilities

- Management of the administrative functions of the company.
- Provide ongoing support to the directors and CEO on a daily basis.
- Ability to oversee and prioritise the workload required to ensure timely minutes, reports and agendas are provided for Board meetings.

- Ad hoc administrative tasks to be performed as part of a team-oriented culture.
- Accounts and financial management using Xero financial system.
- Manage organisational compliance and regulatory requirements.
- Manage the organisations human resource requirements.
- Occasional project administration which ensures achievement of business objectives.
- Preparation and planning for Annual General Meetings.

Qualifications & experience

- Relevant formal qualification or demonstrated experience.
- Financial management skills.
- Sound knowledge and understanding of compliance and regulations.
- Analytical thinking.
- Business awareness.
- Strategic thinking.
- Positive approach to change.

Benefits:

If successful, you will receive a generous salary package including:

- Competitive base salary;
- District allowance;
- Accommodation allowance;
- Salary sacrificing;
- 5-weeks Annual Leave;
- Air Conditioning Subsidy;
- Annual Airfare Allowance after 12-months of service;
- Superannuation, per super guarantee amount.

How to apply:

- Cover letter.
- Response to the selection criteria **see below**.
- Current resume with at least 3 referees.

Selection Criteria

Essential

1. Relevant qualifications in either accounting, business, governance, or finance, and/or demonstrated experience working in a role supporting a company board or executive level management.
2. Demonstrated experience with Microsoft Office Software suite and Financial Accounting Software i.e. Xero or similar e.g. MYOB, including website and social media platforms.
3. Proven track record of achieving results under pressure, including the ability to prioritise, delegate and complete tasks within committed timeframes.

4. Experience managing and leading a team.
5. Experience managing relationships with both internal and external stakeholders.
6. Ability to take initiative, analyse and think strategically to find creative solutions.
7. Experience implementing policy and strategy set by a Board.
8. Sound knowledge and understanding of compliance and regulations.
9. Excellent oral and written communication skills.
10. Willingness to travel throughout the Kimberley as required for company related meetings.
11. Current WA Drivers Licence.
12. Valid Working with Children's Check.
13. Australian Federal Police clearance.

Desirable

1. Exposure to membership relations and member services processes.
2. Financial management skills and demonstrated business acumen.
3. Human resources background or experience.

Note, a valid 'C' class drivers' licence, Working with Children (WWC) and Police Clearance will be required prior to successful employment.

For general enquiries contact info@aarnja.org.au.

Aboriginal and Torres Strait Islander people are encouraged to apply!

We reserve the right to commence recruitment proceedings immediately and to close this advertisement early should a suitable candidate be found.

CLOSING DATE: Thursday 17th November 2022, 5:00pm WST.

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