



Wagin Agricultural Society Inc.

Wagin | Home of Wagin Woolorama and the Giant Ram

PO Box 241, Wagin WA 6315 | Ph: (08) 98 611 611 | info@woolorama.com.au | www.woolorama.com.au

Position Vacant

Finance Officer

The Wagin Agricultural Society hosts the Wagin Woolorama, Western Australia's largest rural agricultural show. The community organisation is managed by a Volunteer Committee, Executive Committee and Finance Committee. Located in the South Wheatbelt region, the Wagin Woolorama is the biggest event on the Wagin town calendar attracting over 20 000 patrons each year.

We are seeking a part time Finance Officer with book-keeping or accounting skills, competent in the use of accounting software (preferably MYOB) and experience with business reporting. The appointee is responsible for all financial processes and reporting throughout the year. To be successful in this role you will be self-motivated, well-organised person, have a high level of financial integrity and be able to work alone and as part of a team.

If you are interested in this role and would like more information, please contact President Howie Ward 0427 611 339.

If you believe you are the right person for us, please submit your application to President Howie Ward howie.ward@activ8.net.au

All applications must include:

- Covering letter that addresses the selection criteria found in the position description. (No more than 2 pages in length)
- Current Resume- no more than 2 pages in length.

Applications close Friday 16 July 2021 5pm.

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POSITION DESCRIPTION

Position:	Finance Officer
Fixed Term Part Time:	\$15,000 plus Superannuation Hours - 375 hours per year
Location:	Flexible arrangements – Office provided at Wagin Recreation Complex.
Reports to Supervision of	President Approved Temporary Show Staff

The Wagin Agricultural Society hosts the Wagin Woolorama, Western Australia's largest rural agricultural show. The community organisation is managed by a Volunteer Committee, Executive Committee and Finance Committee. Located in the South Wheatbelt region the Wagin Woolorama is the biggest event on the Wagin town calendar engaging over 500 volunteers, 30 community groups and attracts over 20 000 patrons each year.

Position Overview:

The primary function of this position is the administration of the Society's finances. It is a part time position. The appointee is responsible for invoicing and payment of accounts due and maintaining accurate fiscal records. It requires a self-motivated, well-organised person who can work alone and as part of a team.

Key Responsibilities:

- Processing banking and expenditure
- Procession of monthly payroll and superannuation.
- Maintenance and lodgment of all statutory employer records.
- Data entry to MYOB (or similar) software
- Reconciliation of monthly bank statements
- Preparation of monthly financial reports for the Committee
- Preparation of annual budget
- Lodgment of ATO Compliance obligations
- Maintain register of members
- Administration of annual membership
- Administration of sponsorship tax invoices
- Arrange and administer all cash for prize money, EFT out and floats for use during Woolorama
- Assist Secretary and front office staff (entries and membership) up to and during Woolorama
- Liaise with bank for all WAS requirements.
- Organise Woolorama staff requirements for Treasurer's office and Cash Out Office.
- Prepare income and expenditure report for each section/enterprise post Woolorama
- Prepare documentation for annual Audit.
- Ensure audited accounts are finalized for Special General Meeting (Oct – Dec)
- Prepare annual financial statements for the AGM

Job Outline:

- A month by month list of tasks is included in Standard Operating Procedure 6.

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Key Attributes:

- Skills
 - Excellent time management, prioritisation, and organisational skills; ability to meet deadlines
 - Book keeping
 - Competent keyboard and computer skills
 - Competency with MYOB (or similar) software
 - Developed public relations skills
- Knowledge
 - Knowledge of the Wagin Agricultural Society organisation and function of Wagin Woolorama.
- Abilities
 - Ability to work in a team and in a collaborative work environment.
 - Able to work independently and show initiative.
 - An Honest and respectful approach

Duties / Responsibilities

- Agricultural Society
 - Provide administration of the Society's finances
 - Coordinate and ensure the timely and accurate processing and maintenance of all financial matters
 - Prepare relevant reports for monthly Committee meetings
 - Timely lodgment of ATO Compliance obligations
 - Prepare and lodge documents with Auditor for annual Audit
 - Attend all Committee & Finance Committee meetings
 - Maintain office systems, including databases, records, archives
 - Ensure compliance with Society's constitution with regard to financial tasks
 - Work effectively as a team member
 - Complete tasks in a timely manner.
- Woolorama
 - Handling all cash and cheques for entry fees, prize money, floats, gate takings, eftpos, etc.
 - Assist with processing counter duties and public enquiries
 - Arrange EFTPOS machines for gates, bars and office.
 - Co-ordinate entry gates with community groups
 - Any other duties as required with this position.

Organisational Relationships

- Responsible to the President
- Work closely with Executive Committee and Secretary
- Internal and External liaison
 - Internal
 - Committee
 - Stewards
 - Volunteers
 - Other Staff
 - External
 - Exhibitors
 - Sponsors

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- Competitors
- Judges
- Advertisers
- Contractors
- Patrons

Selection Criteria

- Essential
 - Competency in book-keeping or accountancy
 - Experience with ATO Business Portal and Super Clearing House
 - Ability to work with minimal supervision and within a team environment
 - Provide quality customer service to internal and external customers
 - Sound accounting software skills
 - Honesty in money matters
- Desirable
 - Experience with public enquiry
 - Familiar with the Agricultural Show Movement in Western Australia