



## **Administration & Operations Support Officer (SW)**

Australian Wildlife Conservancy is a non-profit organisation dedicated to the conservation of Australia's threatened wildlife and their habitats. AWC now owns and manages more land than any other private conservation organisation in Australia - 22 properties, covering more than 2.6 million hectares - protecting more than 1,200 fauna species through active land management informed by strategic scientific research.

Four of these sanctuaries – Karakamia, Paruna, Faure Island and Mount Gibson – occur in southwestern Australia, an internationally recognised “biodiversity hotspot”. These sanctuaries are home to an internationally significant mammal reintroduction project involving species such as Woylies, Black-flanked Rock-wallabies and Western Barred Bandicoots.

AWC is seeking a talented and motivated individual to provide administrative and operations support to the south-west team. Working at Karakamia Wildlife Sanctuary, approximately an hour out of Perth in the hills, and reporting to the Karakamia Sanctuary Manager your responsibilities will include:

- Accounts processing including raising purchase orders, recording income, reconciling petty cash and banking.
- Provide administrative and logistic support to the south-west team including answering/directing all enquiries (phone, email, visitor etc), filing, ordering supplies, people and vehicle movements, and maintaining asset lists.

You will require:

- Demonstrated relevant experience.
- Excellent communication skills (verbal and written).
- Excellent organisational skills including attention to detail, ability to prioritise and juggle competing priorities.
- A strong work ethic and ability to work closely with a multi-disciplinary team.
- Intermediate competency with MS Excel and Word.
- Experience in implementing basic financial management and administrative processes. Experience with financial systems is highly desirable.

Your enthusiasm and professional manner will ensure efficient communications and practices, whilst promoting AWC's practical and innovative approach to conservation. You'll join a dedicated hard-working team, based in the heart of a wildlife sanctuary. This is a unique opportunity to join Australia's largest non-government conservation organisation, and help shape the future of private sector conservation in Australia.

**Further details and a detailed position description available at:**

<http://www.australianwildlife.org/About-AWC/Employment.aspx>

**Enquiries Only:** Phil Scully, Karakamia Sanctuary Manager - [phil.scully@australianwildlife.org](mailto:phil.scully@australianwildlife.org)

**Applications** (Cover letter briefly addressing selection criteria & CV) to: [employment@australianwildlife.org](mailto:employment@australianwildlife.org)

*Closing date for applications: Monday 6 February 2012*

## Role Description

<b>Designation:</b>	<b>Administration &amp; Operations Support Officer (SW)</b>
<b>Reporting to:</b>	<b>Karakamia Sanctuary Manager</b>
<b>Based:</b>	<b>Karakamia Wildlife Sanctuary with duties extending to all SW sanctuaries.</b>

### Organisational context:

Australian Wildlife Conservancy owns and manages 22 sanctuaries around Australia covering 2.6 million hectares. 4 of these sanctuaries are in south-west WA: Faure Island, Mount Gibson, Paruna and Karakamia.

An internationally significant program of threatened mammal reintroductions has been carried out at Karakamia, Faure Island and Paruna sanctuaries and this reintroduction program was extended to Mt Gibson in 2011. In addition to translocations of wildlife, the land management program at each sanctuary focuses on feral animal and weed control, fire management and the maintenance of assets and infrastructure.

The south-west region has 10 staff, several interpretative guides and utilises a range of volunteers. There are two staff streams (operations and science) which work together in an integrated manner to design, implement and measure the effectiveness of land management strategies. The position of Administration & Operations Support Officer (SW) reports directly to the Karakamia Sanctuary Manager, but will provide support for both the science and operations teams.

### Critical competencies:

1. Strong telephone, email and personal communication skills.
2. Experienced in the use of MS Word, Excel, Access, email and general computer skills. Experience in database management will be highly regarded.
3. Experience in office administrative duties.
4. Self-motivation and ability to work independently or as part of a small team as required.
5. An organised approach to work tasks, ability to prioritise and high level of attention to detail.
6. Experience in implementing basic financial management and administrative processes.
7. Experience with financial systems is highly desirable.
8. A background or interest in nature conservation is highly desirable.

### Qualifications:

1. Formal qualifications in a relevant discipline would be an advantage, but is less important than strong, practical experience in delivering results.

### Licenses & Certificates:

1. Manual driver's licence,
2. Senior first aid certificate (desirable).
3. Police clearance certificate.

**Responsibilities:**

<p><b>1. Provide account support to the south-west regional office</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"><li>• As per approved AWC financial policies and procedures:<ul style="list-style-type: none"><li>○ Process reimbursements for costs incurred by south-west employees.</li><li>○ Input credit card transactions on a weekly basis into the AWC Finance system and submit invoices/receipts to the AWC Finance department.</li><li>○ Input Imprest account transactions on a weekly basis into the AWC Finance system and submit invoices/receipts to the AWC Finance department.</li><li>○ Reconcile Imprest account on a weekly basis.</li><li>○ Raise purchase orders, as required, in the AWC Finance system.</li><li>○ Receipt purchase orders in AWC Finance system when goods/services have been received.</li><li>○ Record and process supplier invoices and statements on a weekly basis.</li><li>○ Record income received and bank cheques. Submit monthly income reports to AWC Finance department.</li><li>○ Record and reconcile petty cash purchases and arrange reimbursement of the petty cash float, as required.</li><li>○ Consolidate expense data in the form required by the Karakamia Sanctuary Manager to monitor expenses incurred against budget for both operations and science activities.</li><li>○ Assist the Karakamia Sanctuary Manager, Wildlife Ecologists (SW) , and Wildlife Educator with data required for the preparation of annual budgets.</li><li>○ Keep up-to-date records of approved budgets.</li></ul></li></ul>
<p><b>2. Provide administrative support to the south-west regional office</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"><li>○ Answer telephone and email general queries regarding the south west region.</li><li>○ Direct phone calls and other queries to relevant members of staff.</li><li>○ Mail including distribution, postage and couriers.</li><li>○ Manage the supply of office materials and equipment in liaison with SW regional staff.</li><li>○ Prepare and submit quarterly fuel consumption reports to the AWC Finance department.</li><li>○ Maintain appropriate filing system for all administrative and accounting records.</li><li>○ Ensure personnel records are submitted promptly to the HR Manager for all south-west staff (i.e. annual leave forms, contract documents for new staff), and securely maintain copies (both hard copy and electronic) on sanctuary, as required and appropriate.</li><li>○ Assist where possible in the management of IT equipment and peripheral office equipment.</li><li>○ Maintain the asset list in the agreed template suited to insurance purposes.</li></ul>
<p><b>3. Provide logistics support to the south-west regional office</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"><li>○ Support the Karakamia Sanctuary Manager and Wildlife Ecologists (SW) with staff movements and required logistics (i.e. car use, accommodation – both on and off sanctuary, travel and associated</li></ul>

arrangements).

- Oversee the use of the RFDS box, including regular audits and ordering stock replenishments.
- Organise and co-ordinate approved staff training activities, and maintain an up-to-date register of training, certificates, licenses and other relevant memberships.

**4. Assist with visits by donors and other special groups to Karakamia and other south-west sanctuaries**

Key activities and responsibilities:

- Assist the Wildlife Educator, as required, with the organisation of requirements (including special occasion liquor licenses), and running of special events.

**5. Other tasks.**

Key activities and responsibilities:

- Provide assistance with general day-to-day operations.
- Undertake other tasks, as directed by the Karakamia Sanctuary Manager in consultation with the Regional Ecologist (SW).