



Anglican Diocese
of the Northern Territory

7th January 2021

Office Manager / Bookkeeper

- Pivotal role in a small head office team
- Part-time Darwin CBD
- Seeking candidates with strong organisational skills and attention to detail
- Remuneration \$35,000–\$40,000 plus 13% superannuation for 20 hours per week
- Flexible work arrangements

We are seeking a part-time Office Manager / Bookkeeper to join our small dynamic team, which supports 15 Christian ministry units across remote communities and urban areas of the Northern Territory. As the first point of contact for the Diocesan office, the successful candidate will serve as host to our patrons and manage our contacts. The successful candidate will also have responsibility for the administrative functions of the office and performing the critical role of keeping the Diocesan financial records and formal registers under the supervision of the Business Manager / Registrar. The small size of the office means that the work is very varied and rewarding. This position would suit someone looking for some flexibility in their work arrangements.

The desirable qualities of the successful candidate would be a demonstrated ability to work in a small team environment, a flair for organisation and a keen eye for detail. Some experience in office administration, computer literacy and bookkeeping is required, which will be supplemented by on-the-job training in our registers and Xero accounting system. Our office has ample opportunity for the successful candidate to use initiative and drive to develop our internal processes and procedures and to foster our friendly office environment.

For further information or to submit your *curriculum vitae* with covering letter, please contact registrar@ntanglican.org.au.

The successful applicant will be supportive of the ethos and practice of the Christian church, particularly the Anglican Church of Australia, and demonstrate how that applies to the role.

Applications will be accepted only from candidates with an existing entitlement to work in Australia.

Applications close on 5th February 2021.