



Finance / Administration Officer

The Opening the Doors Foundation is a vibrant Aboriginal community controlled charitable organisation, established to assist Aboriginal families and students in Victoria seeking a supportive and successful educational experience. We require an Finance / Administration Officer, permanent part time (3 days per week) to support the Foundation Manager in administrative and financial duties.

Do you have:

- . excellent computer skills including a strong knowledge of accounting software (RECKON/QUICKEN) and all aspects of Microsoft Office
- . experience in administration and bookkeeping duties;
- . a sound knowledge of current GST legislation including BAS lodgement;
- . a willingness to work as part of a team, yet able to operate individually and responsibly
- . a profound respect for and be willing to develop a sound knowledge and understanding of Aboriginal and Torres Strait Islander issues, culture and protocols
- . a willingness to develop a knowledge and understanding of the mission and outcome policies of the Foundation and abide by the ethos of the Foundation?

Then we would invite you to submit an application including covering letter and resume to: otdf.hr@gmail.com by close of business Friday 16 February

A Job Description and further information re the Foundation is available on request.

For further information or a copy of the Job Description please contact Selma Bahtiyar, Foundation Manager 9443 9070