

Office Manager

Position Description

June 2020

- Part time 0.6 FTE for 12 month contract
- Potential for permanent role pending funding
- Melbourne-based, office is in North Fitzroy

About the Centre for Public Integrity

Established in 2019, the Centre for Public Integrity is a collaboration of former judges and integrity experts dedicated to preventing corruption, protecting the integrity of our accountability institutions, and eliminating undue influence of money in politics. We are an independent think tank registered as a charity and a research institute.

The role

This newly created position has been established by the Board of the Centre for Public Integrity to provide daily ongoing support to the Executive Director. This critical role will see routine duties of the Executive Director delegated to the Office Manager.

Currently there are a number of volunteers assisting the Executive Director across the portfolios outlined below. You will be expected to manage the portfolios, including managing volunteers when necessary.

Accounting

- Budgeting
- Payroll
- Assist in HR
- Financial Reporting and bookkeeping (using QuickBooks)

Administration

- Schedule Board meetings and prepare board papers
- Schedule Research Committee meetings and prepare meeting papers
- Schedule the Annual General Meeting and prepare meeting papers
- Other tasks to assist in administering the organisation

Communications

- Manage email communication to supporter email list (using Mailchimp)
- Coordinate supporter fundraising (using Raisely, Stripe and Mailchimp)
- Maintain and develop the supporter database

- Assist in the planning and preparation of occasional events

This role is 24 hours per week on a 12 month contract. As the Centre for Public Integrity is a new and growing organisation, we expect that the role itself will also grow over time.

Remuneration for this role is budgeted at the pro rata rate of \$60881 plus 9.5% super. At 24 hours per week is equates to \$36529 plus super.

Selection criteria

1. Experience with bookkeeping
2. Basic knowledge of HR best practice
3. Experience with email communications and basic knowledge of supporter databases
4. Experience in the preparation of meeting papers
5. Experience working in a small team environment, where autonomy and self-initiative are exercised in addition to willingness to share the team load.

To apply

Please send your resume and a cover letter addressing the selection criteria to Executive Director Han Aulby at hannah@publicintegrity.org.au by Monday 13th July 5pm.