



CESAR Consultants

POSITION SPECIFICATION

PERSONAL ASSISTANT/BOOKKEEPER

January 2010

Location: Melbourne

CESAR Consultants is a world class company that brings together expertise in research, consultancy and professional extension activities to government and private sector clients within environmental and agricultural industries. We are currently seeking an experienced Personal Assistant/Bookkeeper with a positive and easy-going attitude. The role reports to and provides support and assistance to the 2 Directors in coordinating day-to-day activities of the company. The incumbent will be responsible for general bookkeeping duties and undertake a full range of administrative functions. Exceptional organisational skills, ability to work independently and attention to detail are essential.

Selection criteria:

Essential

- Understanding of basic Bookkeeping and accounting principles.
- Excellent communication and interpersonal skills and an ability to relate on an individual level with internal and external stakeholders in the company.
- Proficiency in the application of information technology, in particular word processing, desktop publishing, spreadsheet software and PowerPoint.
- A demonstrated capacity to set high standards for your own work performance, including the ability to pay attention to detail, time management skills and the ability to work to deadlines.
- Capacity to present information in a clear, fluent and concise manner and produce documents in a style appropriate for the intended audience.

Desirable

- Demonstrated experience with MYOB or a similar bookkeeping package.
- Web editing and management skills.
- Experience with Photoshop or other graphic applications.
- Genuine interest in environmental and conservation issues.
- Knowledge of tax issues pertaining to the day-to-day running of a small business.

Position duties:

The position will include, but is not limited to the duties described below:

- Ensuring company finances are up to date in MYOB and providing financial information to Directors as required.
- General bookkeeping duties, including reconciliations, accounts payable and cash flow projections.
- Processing monthly payroll and preparing BAS statements and taxation reports.
- Ensuring confidentiality and integrity through the provision of word processing, correspondence drafting and advice to staff, and appropriate securing of records and files.
- Ensuring incoming correspondence, memos and other requests requiring action are recorded, processed and followed up appropriately and in a timely manner.

CESAR Consultants Pty Ltd

Suite 102, 55 Flemington Road, North Melbourne, VIC 3051

T (03) 9329 8816 E info@cesarconsultants.com.au W www.cesarconsultants.com.au

Leading Australia in sustainable agriculture and environmental monitoring



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- Providing administrative support for the 2 Directors of CESAR Consultants, including diary, time management, travel, accommodation and scheduling appointments.
- Proof reading and formatting key documents, such as reports and tenders.
- Organising day-to-day management of office, including stationery, uniforms, mail and minutes of meetings with clients and staff.

Hours of Duty: 19 hours per week (0.5 FTE)

Employment Term: Ongoing – Part Time

Closing Date: COB Friday, 19 February 2010.

We offer an attractive salary commensurate with level of experience (\$47,640 – \$59,174 pro rata), a high level of professional support and flexible working conditions. There will be opportunities to increase hours and responsibilities after 12 months.

Application:

Applications must consist of the following:

1. Covering Letter. The covering letter should introduce yourself, highlight the key reasons you should be considered for the role and include all necessary contact details.
2. Resume or Curriculum Vitae. This should include education qualifications, employment history in chronological order and the names and contact details (address, telephone and e-mail) of three professional referees.
3. Statement addressing the Selection Criteria. In two A4 pages, address each of the selection criteria to assist the Selection Committee determine if you have the relevant knowledge/skills, experience and personal qualities required for this role.

Submit applications to:

Emily Thomson
Via email: emily@cesarconsultants.com.au or

Via Post to:
CESAR Consultants Pty Ltd
Suite 102, 55 Flemington Road
North Melbourne
Victoria 3051

Further information:

Email: info@cesarconsultants.com.au
Website: www.cesarconsultants.com.au



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Addendum 1: About CESAR Consultants

The Company:

CESAR Consultants is a world class company that brings together expertise in research, consultancy and professional extension activities to government and private sector clients within environmental and agricultural industries. Our team has a combined total of over 30 years consulting experience and more than 60 years experience conducting research, statistical analysis, communications and project management.

We have an extensive record of providing independent research and professional services for a range of industry stakeholders from farmers to government departments. We specialise in the integration of innovative approaches and best available knowledge for agricultural, environmental and sustainability management while balancing economic and social returns.

CESAR Consultants bring the highest scientific rigour to all projects conducted. Utilizing our extensive research skills we provide clients with experimental data they are confident in and fully utilize for both short and long term gains. We have a strong internal and external review process that ensures quality outcomes for our clients.

Our Vision:

Leading Australia in sustainable agriculture and environmental monitoring

Our Values:

Professional and scientific integrity

1. Maintain a high standard in experimental design, analysis and reporting
2. Co-operate with and understand others
3. Maintain the highest principals of honesty and integrity towards all those with whom we come in contact

Environmentally responsible

1. Conduct research in areas that will benefit the long-term sustainability of our environment and unique ecosystems
2. Maintain an environmentally friendly workplace

Passionate about our work

1. Enjoy and be proud of our work
2. Take responsibility for our roles