



Looking for a Ministry change? Administration Officer

New Hope International www.newhopeinternational.net is looking for an **Administration Officer**.

This is a paid position (16 hours per week) with flexible working hours.

Applicants must be committed Christians actively involved in their local Church.

Some knowledge and understanding of Christian Education would be an advantage (i.e. a person who has been a Bursar or Business Manager in a school).

The successful applicant will predominately work from home, with some travel from time to time.

The applicant would need to have knowledge in the following areas:

- Proficient in the use of MYOB software
- Proficient in Word, Excel, PowerPoint, Publisher or the Apple equivalent
- Understanding of a 'Not for Profit' organisation
- The reporting requirements associated with the ATO, ASIC, ACNC, ABR and CAL
- Sound financial management skills
- Basic marketing skills
- Competent IT skills
- Competent in managing a Zoom account
- Fundraising techniques
- Understanding of the Company Secretary and Public Officer roles

For a detailed Role Description and an Application Form, email the NHI CEO Sue Skuthorpe sue@newhopeinternational.net with an expression of interest.

If you wish to know more about the ministry of New Hope International, go to www.newhopeinternational.net