

Office Manger



Hrs: 38 hours per week

Full Time

South West Music Regional Conservatorium is one of 17 Regional Conservatoriums across NSW, operating as a centre that delivers quality Music Education to students across the south west region.

We are currently seeking an Office Manager to be based in Deniliquin to oversee the busy office as a permanent employee.

Application criteria: Essential

- Experience in the use of Xero accounting software
- Experience in administering payroll
- Excellent communication skills
- Experience with budget preparations and finance
- Advanced skills in the use of Microsoft 365 in particular, Word and Excel
- Proficient in the use of databases
- Ability to work unsupervised

Application criteria: Desirable

- Experience with reporting to government, funding bodies & ATO requirements

Please apply, in writing, together with your CV to: South West Music Regional Conservatorium
Attn: Gai Burchfield

Email application to: ceo@swmusic.org.au

Applications close: Friday 2nd February 2024