



## JOB DESCRIPTION

<b>Position:</b>	<b>Administrator – Min 30 hours per week – Mon to Fri (Part-time) (3-month probationary period)</b>
<b>Location:</b>	<b>47a Norma Road Myaree</b>
<b>Reports to:</b>	<b>General Manager and Owner</b>
<b>Works with:</b>	<b>All departments</b>
<b>Direct reports:</b>	<b>All casual employees</b>

**Job Summary:** To effectively support and manage the day to day running of Cater 4 Kids office in an accounts and administration function.

### Daily Duties

- All AR and AP duties as required (Debtors and Creditors)
- All filing relating to AR and AP
- Answer calls and reply to messages left for the accounts department
- Answer Cater 4 Kids accounts related telephone calls and responding to all emails directed to the accounts department
- Check current account status through ANZ log in and transfer funds between accounts as required
- Reconcile daily cheques and remittance advice received through post and email
- Banking of cheques
- Update Bizz Wizz with payments as required
- Pick up post and send mail
- Manage periodical payments
- File any receipts into Bookkeeper folder for collection once a month
- Develop and streamline ongoing systems and processes to the benefit of the company
- General tidying of the office as required
- Manage after hours mobile phone

### Weekly

- Oversee completion of the roster (every Tuesday)
- Approve salary payments through ANZ log on and conduct payroll (every Wednesday morning)
- Ensure pay slips are distributed (every Wednesday or Thursday)
- Follow-up any late deposit payments for SERS bookings (every Tuesday)
- Manage all recruitment and human resource requirements including performance management
- Manage cash flow and profit & loss
- Ongoing communications with the Bookkeeper to ensure accounts department is running smoothly
- Build solid relationships with all restaurant accounts staff and encourage Debit Success payments

### Fortnightly

- Follow-up any late restaurant payments on the Thursday before the next invoicing Tuesday
- Complete restaurant invoicing (every second Tuesday)
- Assist with stock-take and ordering as required including reconciling purchases

### Monthly

- BAS and superannuation payments and related duties as required
- Ensure all information is prepared for the Bookkeeper to collect
- Together with the Sales Consultant, conduct all inductions for new staff
- Complete monthly report on the business
- Complete monthly report and meet with the Owner (create agenda)
- Meet with all office staff individually on a designated day
- Completion of projects as they present

### Quarterly

- Company staff meetings and communications
- Develop Toy Shop and change focus seasonally