



THE UNITED PROFESSIONAL FIREFIGHTERS UNION OF WESTERN AUSTRALIA CIRCULAR

President: Clem Chan

Secretary: Timothy Kucera

CIRCULAR NO: 40/2021

22 July 2021

Reminder – EOI for Office Administrator and Bookkeeper

Attention All Members:

We are currently seeking expressions of interest to fulfil a full-time role at the Union office. The position is open to any members' family and acquaintances without prejudice.

The requirements include:

- Experience with finance and wage administration
- Preparation of financial reports
- Strong interpersonal skills, including the ability to be inclusive and communicative
- Flexible approach to work
- Knowledge and experience in office, payroll and superannuation payments
- Experience with Microsoft Office and MYOB
- Excellent verbal and written communication skills

Desirable skills include:

- Some experience with governance and compliance requirements including reporting to the WAIRC and ROC
- Current drivers licence

If you know of anyone who may be able to take on this challenging yet essential and fulfilling position, please ask them to register their interest with the Union office on (08)9228 8122 or admin@ufuofwa.net.au no later than 5pm Sunday 25th July 2021. Once all expressions have been received, we will be in contact to provide further information.

Strength in Unity

Tim Kucera
Secretary

Please read at Muster and post on Notice Board