

Position – Federation Secretary

The position of Federation Secretary will become vacant as of the Annual General Meeting 19th February 2019.

Any members interested in applying for the position, should contact the Federation President, Phil Murphy.

The necessary requirements are:

Good Communication skills.

Good accountancy and bookkeeping background.

Good knowledge of the working of the GST.

Proficient in Computer Skills.

Operating the latest windows editions. (Microsoft Word, Microsoft Excel, Outlook etc.)

Operating latest MYOB editions.

Preparing accounts and receipts and banking the money received.

Receiving and paying of all incoming accounts on time.

Setting out and understanding income and expenditure spread sheets in Microsoft Excel.

Compiling quarterly BASS statements.

Compiling yearly income and expenditure statements and annual balance sheet.

Attending to and following up on all the Federation Correspondence.

Organising the upkeep and maintenance of the Federation transporters.

Organising and supervising loading of the transporter for the weekly races.

Controlling and organising Combines and Derbies.

Attending and organising an agenda for Federation General and Committee meetings.

Full control and management of the CCF website.

Answerable to the Federation Management Committee.

Wage negotiable.

Interested parties please contact Phil Murphy. 0404 809 162 and forward your resume to **phil.murphy@pickles.com.au**