



Position Title: Finance & Administration Officer (Bookkeeper / Executive Assistant)

Organisation: Australian Clay Target Association Ltd

Location: Head Office – Wagga Wagga

Employment Type: Full-Time

About the Organisation

The Australian Clay Target Association Ltd (ACTA) is the national governing body for clay target shooting in Australia. ACTA oversees competitions, governance, and the development of the sport across all affiliated clubs and state associations.

The Opportunity

ACTA is seeking a highly organised and experienced **Finance & Administration Officer** to support the organisation's financial management and provide executive assistance to the **Executive Officer and Chairman**.

This is a multi-faceted role suited to someone who thrives in a **small team environment**, can operate with discretion, and is comfortable managing both financial and administrative responsibilities.

Key Responsibilities

Finance / Bookkeeping

- Manage day-to-day financial operations using **Xero and/or MYOB**
- Accounts payable and receivable
- Bank reconciliations and financial reporting
- Assist in preparation of budgets and audit documentation
- Maintain accurate financial records and compliance with regulatory requirements

Executive & Administrative Support

- Provide direct administrative support to the Executive Officer and Chairman
- Manage correspondence, scheduling, and meeting coordination
- Assist in preparation of Board papers, agendas, and minutes
- Maintain confidential records and documentation



General Administration

- Support operational activities across ACTA committees and programs
 - Liaise with stakeholders including clubs, state bodies, and external providers
 - Contribute to improving administrative systems and processes
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About You

You will be a detail-oriented professional with strong financial and administrative capability.

Essential Skills & Experience:

- Proven experience in bookkeeping or finance roles
- Proficiency in **Xero and/or MYOB**
- Strong organisational and time management skills
- High level of confidentiality and professionalism
- Excellent written and verbal communication skills
- Ability to work autonomously and within a small team

Desirable:

- Experience supporting executives or boards
 - Familiarity with sporting organisations or not-for-profit governance
 - Experience preparing reports or board documentation
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What We Offer

- Flexible working arrangements
 - Opportunity to work within a national sporting organisation
 - Varied and engaging role with direct exposure to governance and operations
 - Supportive, team-oriented environment
 - Negotiable remuneration commensurate with experience.
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How to Apply

Please submit your **resume and a brief cover letter** outlining your experience and suitability for the role and email to eo@claytarget.com.au.

Closing date for Applications is COB May 15, 2026.