



## MOUNT CROSBY STATE SCHOOL P&C ASSOCIATION

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### **Expressions of Interest - P&C Operations Manager**

The P&C Association is currently reviewing its requirements and is inviting expressions of interest for the role of **P&C Operations Manager**.

The Operations Manager will report directly to the P&C President and will be responsible for overseeing the Uniform Shop and Tuckshop staff and operations, the Community Liaison Officer and the P&C Administration Assistant.

#### Task Description:

- Oversee the P&C's retail operations to:
  - ensure budgets are maintained through predictable expenditure and income
  - ensure Uniform Shop and Tuckshop Convenors receive adequate training and support
  - ensure all P&C activities comply with P&C operational, accounting and record keeping requirements
- Booking keeping for all P&C activities including OSHC, Tuckshop, Uniform Shop, Fundraising and general operations including MYOB data entry, bank reconciliations, electronic payment file preparation, cheque writing, invoicing, financial report preparation and input into budget preparation.
- Liaise with the P&C Executive Committee and provide sufficient information to enable the P&C Association to make informed and timely decisions.
- Prepare reports and attend Executive and General meetings as required
- Liaise with governing and advisory bodies regarding all P&C matters, staff employment conditions
- Build positive relationships with all stakeholders both within the school and the wider community
- Ensure the P&C Association runs as a professional, well-operated organisation
- Ensure compliance with legislative and regulatory requirements
- Provide assistance to members of the P&C Association, school and wider community as required and in the absence of the Community Liaison Officer.

#### Position Requirements:

- Retail experience including staff performance management, stock control, and purchasing.
- Bookkeeping skills and experience using MYOB and advanced skills in Microsoft Office programs including Word, Outlook and Excel.
- Familiarity with Workplace Health and Safety requirements and regulations
- Excellent interpersonal, written and reporting skills

#### Hours of Work:

- Position will commence as 12 hours per week working 8.30am-3pm Tuesdays and Wednesdays during term time.
- Vacation work will be as required.
- Attendance at evening meetings as required (currently two Tuesday's per month)

**To express your interest in this position please respond by 18th March to [pandc@mtcrosbyss.eq.edu.au](mailto:pandc@mtcrosbyss.eq.edu.au) providing your CV along with a cover letter.**