



Accounts & Administration Officer

\$55,000-\$60,000 pro rata

Part time permanent role (0.8 FTE) based in Kyneton

About Us

Central Spark Victoria, based in Castlemaine and Kyneton, is a provider of high quality renewable energy solutions. With more than a decade of experience we offer a range of customised solutions, consulting and diagnosis. We collaborate with our customers to provide the most suitable energy solution for their requirements.

We are looking for an experienced Accounts & Administration Officer part time for our Kyneton office. Working on site, you will be joining a committed team of sales, operations and solar installation specialists in a bright, professional and fast paced environment.

We offer a competitive salary as well as the opportunity to extend your Accounts & Administration skills and knowledge, working on a variety of challenging and rewarding tasks. If you don't feel you have the experience but are highly motivated to pursue a career in accounts and administration, we still encourage you to apply.

What we Offer

- Long-term employment security: permanent positions with above award annual salaries and performance reviews.
- A committed team: you will be working with a team who are passionate about solar energy and providing excellent customer service.
- Flexible work arrangements: so you can find a schedule that works for you e.g., school hours.
- A supportive work environment: we have a positive and supportive work environment where you will be valued, respected and encouraged to learn.
- High-quality products: you will be supporting the installation of high-quality, reputable products for a locally owned and operated Central Victorian business.



- This means you will be working with the best products on the market and be part of a team that is committed to providing excellent customer service.

About the Role

We are seeking an experienced administrative professional with solid skills in Xero accounting and Insightly (or similar) Customer Relationship Management (CRM) software.

We require someone who can confidently undertake:

- Daily use of Xero including:
 - Accurate bank reconciliations.
 - Accounts payable and receivable processing and management.
 - Fortnightly payroll processing and support.
 - Month end reporting support.
- General administrative duties including:
 - Responding to customer enquiries face to face in our Kyneton office and via phone and email.
 - Basic CRM data entry and filing.
 - Customer scheduling support and task follow up.
 - Supporting the wider team as required and directed.
- Teamwork: You will be working as part of a team, so it is important that you are able to work effectively with others. Reporting to the General Manager, you will be responsible for communicating with your team members and working autonomously in a structured environment with set deadlines and time frames.



You will bring

- At least 5 years experience working in accounts and office administration roles.
- Proficiency in Xero, especially reconciliations, accounts payable and accounts receivable entry and maintenance and payroll.
- Proficiency in Insightly CRM or other similar customer management data bases.
- Certificate III or IV in a business, accounts or administration related field or intention to undertake study.
- A calm, methodical working style with strong attention to detail and accuracy.
- A proactive solutions focused approach.
- Excellent time management and reliability.
- Confidence in working independently and solving problems proactively.
- Good written and verbal communication skills.
- Capable of connecting with people of diverse backgrounds and needs.
- Current Drivers Licence.

To apply, please email a resume and covering letter to alison.maclaren@central-spark.com

Applications close 5pm Friday 22 August 2025. Only shortlisted candidates will be contacted.