**Accounts & Administration Officer**

Central Spark Victoria Pty Ltd

Kyneton VIC 3444

Administration & Office Support • Administrative Assistants

Part time

$55,000-$60,000 per annum plus commission

**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.

Please include a CV and cover letter in your application and send to **alison.maclaren@central-spark.com**

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