



Business Consultant

Advising and assisting with legal and compliance aspects to the business, including incorporation, tax, accounting, insurance, HR, contracts and agreements.

JOB TYPE: Volunteer (2 hrs per week)

The workload will reduce as time goes on and more systems are in place.

LOCATION: Australia

Most of the work can be done via email and phone.

SUPERVISOR: Snack Music Excitement

Main Duties & Responsibilities

- Oversee the incorporation of Snack
- Advise on latest insurance requirements
- Develop contracts for volunteers and partnership agreements
- Improve human resources systems
- Improve accounting systems and tax records
- Advise on other legal or compliance matters
- Improve copyright documentation systems

Preferred Experience

- Administration experience
- Legal or compliance experience in a business context
- Music copyright experience

Skills

- Organised and able to meet deadlines
- Attention to detail
- Understanding of the Incorporations Act of Victoria
- Able to input new ideas
- Ability to listen, understand context and advise the necessary paths forward

Snack's Purpose

Snack Music desires to help children **find out** who God is, to **know** God's love for them and to **experience** how amazing life can be with God.

We do this by **creating** and **distributing** contemporary and relevant resources, by **training** those who work/volunteer in children's ministry and by **performing** live to children and their families.