

**POSITION:** Bookkeeper

**REPORTS TO:** Coordinator

**HOURS:** Permanent part time – 8-10 hours per week

**CLASSIFICATION:** Neighbourhood Houses and Adult Community Education Centres

Collective Agreement 2016. Adult and Community Education Employees

Level 4 year 3

**POSITION CONTEXT:**

Torquay Community House Inc (TCH) is committed to the provision of a welcoming environment in which the development and enrichment of the lives of people in the local communities are facilitated.

TCH is a vibrant, not-for-profit organisation governed by a community-based Board of Management. The House provides avenues and support for community groups and activities to foster supportive and caring attitudes across all age groups and socioeconomic structures. Currently our team includes two part time paid staff and a small team of volunteers. This position forms part of the administrative team reporting to the coordinator and accountable to the Board of Management.

**PURPOSE AND FUNCTION:**

This position requires qualifications and background in bookkeeping or accounting, a sound knowledge of MYOB Accounting Plus and payroll procedures. The bookkeeper will manage day to day financial requirements including receipts and payments, overseeing the spending of grants, processing other income receipts/payments and wages. Duties will also include BAS statements and reports including a monthly financial report to the Board of Management and other government reporting, venue hire invoicing, and all other bookkeeping responsibilities for TCH. The incumbent will be required to regularly review and maintain excellent financial practices and ensure that all required government legislation and guidelines are complied with.

**MAIN DUTIES AND RESPONSIBILITIES:**

***The bookkeeper will undertake the following duties***

**General Responsibilities**

The bookkeeper will be required to work within the Torquay Community House Inc. Vision and Purpose statements and all policies and procedures.

The bookkeeper will be responsible for the day-to-day management of all financial and employment systems within the organisation and other financial processing.

The bookkeeper will be expected to keep excellent financial records and undertake the following duties:

* Enter receipts from sponsors, advertisers, venue hire, community education, funding, grants, activities and donations.
* Ensure accurate data entry and undertake bookkeeping duties.
* Make regular payments to program facilitators, regulatory bodies, memberships and other suppliers or utility providers as needed.
* Undertake all payroll functions, prepare and lodge BAS statements and meet all required deadlines.
* Prepare and file all bank reconciliations, review all bank statements, maintain, manage and reconcile Petty Cash.
* Work with coordinator to manage grants received as per the funding and service guidelines required, monitor spending and acquittals within the appropriate guidelines.
* Ensure that Workcover and insurances are paid and filed.
* Maintain an up-to-date asset register.
* Consult with and keep Coordinator/Treasurer informed of all financial matters.
* Manage incoming and outgoing funds and prepare documents and financial report for the monthly Treasurer’s report to the Board of Management.
* Maintain financial journal entries.
* Prepare all books for the annual audit.

**Payroll and Employment**

* The Bookkeeper will be required to seek up to date information from Government, financial, industrial and employment organisations to ensure that TCH meets all legal requirements for employment, superannuation, payroll and taxation processes.
* Undertake all payroll, taxation, portable long service leave and superannuation processes to meet all employment requirements.
* Ensure that the regular monthly payments to superannuation bodies are maintained.
* Liaise with Jobs Australia and ensure that up to date information regarding industrial awards or collective agreements are available to all staff.

**Other relationships**

* Liaise with Coordinator and Treasurer regarding all financial matters.
* In consultation with the coordinator and treasurer, prepare a yearly budget and provide reports when required.
* Maintain regular contact with other relevant organisations e.g. Australian Tax office, Jobs Australia, Industrial awards or agreements or other organisations regarding the financial management of TCH, industrial awards or agreements or other organisations regarding the financial management of TCH.
* Work cooperatively with Office Administrator and Volunteers
* Oversee reconciliation of daily cash drawer.

**Administrative duties**

* Prepare and maintain all administrative documents and forms required for high level financial record keeping. Electronic files must have clear path files recorded on internal documents.
* Prepare reports as required by the Coordinator, Treasurer, Accountant, or Board of Management.
* Adhere to administrative processes and improve where appropriate.

**Organisational and Management Teamwork**

* Staff meetings and staff development workshops.
* Abide by all TCH policies and procedures.

**SELECTION CRITERIA.**

***Essential***

* Demonstrated relevant bookkeeping qualifications and experience.
* Proven record of high level of bookkeeping practice.
* Sound knowledge of Government, financial, industrial legislation and superannuation legislation together with ability to liaise with relevant bodies to ensure up to date information for the organisation.
* Ability to research, prepare and present financial records as required.
* Ability to maintain accurate financial records and recording processes.
* Ability to maintain accurate journal entries, complete BAS statements and bank reconciliations.
* Skills and experience in the preparation of financial records for the annual audit and Annual General Meeting.
* Demonstrated comprehensive experience in using MYOB Accounting software.

***Desirable***

* Ability to work in a multidisciplinary team with volunteers in a positive, constructive manner.
* Creative problem solving and good communication skills.
* High level integrity and commitment to following and meeting financial/industrial and superannuation legislation and accounting guidelines and standards.
* Understanding the requirements of a community based, not for profit organisation.

**CONDITIONS OF EMPLOYMENT:**

* Terms and conditions of employment will be based on Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016
* 8-10 Hours per week on site at TCH as agreed
* All paid staff are required to take annual leave during the Christmas break when TCH will be closed.
* Superannuation, annual leave and sick leave will be accrued on these hours.
* Wages – pro-rata hours worked of a 38-hour week
* Current Police Check, working with children check and signoff of the Child safe policy.

*We encourage applications from Aboriginal and Torres Strait Islander People, people from culturally diverse backgrounds and identities, LGBTIQ+ people and people with a lived experience of disability. We are a child safe organisation. Successful applicants will be required to obtain a Victorian Police Check and Working with Children Check before we can make an offer of employment.*

**For all enquiries**: Call Prue on 0498 022 498

Please forward applications to [co-ordinator@torquaycommunityhouse.org.au](mailto:co-ordinator@torquaycommunityhouse.org.au)

Closing date: 27/7/2022