



# Position Description Bookkeeper/Accountant

March 2023

Position Details	
<b>Title</b>	Book keeper
<b>Unit</b>	NA
<b>Time Fraction</b>	0.6 FTE
<b>Position Relationships</b>	Reports to CEO/Treasurer
<b>Principal Location</b>	79-81 Fitzroy Street, St Kilda
<b>Position Purpose/Description</b>	Reporting to the CEO, the Bookkeeper/Accountant plays a key role in ensuring the day-to-day financial operations of the Victorian Pride Centre, including supporting the Treasurer.

Major Responsibility Areas
<b>Major Responsibility Area</b>
<b>1. Payroll</b>
<b>Associated Tasks</b>
<ul style="list-style-type: none"> <li>• Fortnightly payroll for 10 employees</li> <li>• Regular auditing of payments and leave accruals</li> <li>• Coordination with Salary packaging provider where appropriate</li> <li>• On boarding of Off boarding of staff (payroll processes, tax, superannuation) – full, part-time and casuals</li> <li>• Organising payment of monthly superannuation &amp; PAYG.</li> </ul>

<b>Major Responsibility Area</b>
<b>2. Accounts</b>
<b>Associated Tasks</b>
<ul style="list-style-type: none"> <li>• Liaising with key clients and resident organisations</li> <li>• Accounts payable – processing of invoices and payment of weekly, fortnightly, and monthly suppliers</li> <li>• Accounts receivable –invoicing resident organisations, booking and events and following up outstanding payments.</li> <li>• Managing the financial arrangements of tenancies with resident organisations (including calculating yearly increases).</li> <li>• Reconciliation of booking system, bank and credit cards statements</li> <li>• Monthly preparation of quarterly BAS &amp; PAYG</li> </ul>

<b>Major Responsibility Area</b>
<b>3. Reporting &amp; Administration</b>
<b>Associated Tasks</b>
<ul style="list-style-type: none"> <li>• Preparation of monthly management accounts for input into Board reports</li> <li>• Preparation of Annual Financial Statements &amp; coordination of external audit.</li> <li>• Preparation of Annual Outgoings Statements for external Audit</li> <li>• Development and implementation of financial processes and procedures.</li> <li>• Other administration duties as required.</li> </ul>

<b>Professional Qualities Required:</b>
<ul style="list-style-type: none"> <li>• A minimum of 3-5 years experience in a similar role.</li> <li>• Experience in cloud-based Xero essential</li> <li>• Experience with Priava (Event and Venue Management System), WooCommerce, Stripe and Square platforms desirable but not essential.</li> <li>• At least a Certificate 4 in Bookkeeping and preferably a Diploma in Accounting</li> <li>• Proficient in Office365, Microsoft Word and Microsoft Excel</li> <li>• Experience in Payroll Processing</li> <li>• A proactive, attention to detail and an organised manner</li> <li>• The ability to work autonomously</li> <li>• The ability to work to deadlines</li> </ul>

**Desirable**

- Experience working for or providing services to the Not-for-Profit Sector
- An understanding of the LGBTIQ+ sector and current/contemporary issues faced by LGBTIQ+ communities.

**Personal Qualities Required:**

- Strong interpersonal communication skills including tact and effective listening
- A positive "can do" attitude, underpinned by Good problem-solving skills
- Excellent time management
- Integrity and professionalism: Committed to the VPC's communities of interest and in a manner that is consistent with the organisations code of conduct; inspires trust by treating all individuals respectfully and fairly.

**Terms and Conditions:**

- Salary will be negotiated according to qualifications and experience
- The position is part-time fixed term for 3 years or consultancy
- Employees/Consultants are required to sign an Oath of Confidentiality
- Travel within metropolitan Melbourne
- Located on site at the Victorian Pride Centre (79-81 Fitzroy Street St Kilda), some flexibility to work remotely on occasions.
- Employment is conditional upon a satisfactory National Police Check and Employee Working with Children Check (WWCC). Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check
- WWCC currency will need to be maintained by the employee for the period of employment
- The position is subject to a six (6) month probation period.

**Acknowledgements:****Position Title:** Bookkeeper/Accountant**Name:**

<b>Signature:</b>		<b>Date</b>	
<b>CEO's Name:</b>	Justine Dalla Riva	<b>Date</b>	
<b>CEO's Signature:</b>			
<b>Probationary Review:</b>		<b>Date</b>	

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