Job Description – Bookkeeper (Part-time Contract position)

This position is responsible for the administration of Centre finances.

REPORTS TO
The Centre Manager.
Guidance can be sought from Executive Members of the Committee of Management at any time.

ORGANISATION
Upper Beaconsfield Community Centre Inc provides its community with basic education, literacy, pre-vocational and personal development programs, and supports a range of community self-help groups.

LOCATION
This position is primarily located at the Community Centre at 10-12 Salisbury Road, Upper Beaconsfield Victoria. From time to time the position requires attendance at other venues for meetings and forums.

HOURS
- 48 hours per fortnight.
- Flexibility required. Contract position.
- Office hours are 9:00am to 3:30pm, Monday to Friday during public school terms.
- Half the regular hours to be worked during the school holiday periods.
- Additional hours may be negotiated from time to time in consultation with COM.
- A half hour lunch break (unpaid) is to be taken and two ten minute breaks (paid) are available during the day.

REMUNERATION
$24 per hour including pro rata annual and sick leave. The accruals apply up to 38 hours per week.

TERMS OF EMPLOYMENT
- Under the terms and conditions of the Neighbourhood Houses and Learning Centres Workplace Agreement 2007.
- Further details are contained in the letter of appointment.

SPECIFIC REQUIREMENTS
- Excellent knowledge and understanding of standard business bookkeeping and accounting procedures.
- Current Victorian Drivers Licence and vehicle.
- Acceptable Police Records Check
KEY RESPONSIBILITY

- Uphold and adhere to the policies and procedures of the centre.
- Ensure the Centre is run in accordance with the Centre’s Policy & Procedure manuals.
- Ensure on a daily basis that the Centre’s Access & Equity Policy is adhered to.
- Administration and bookkeeping of Centre’s finances as directed by the Centre Manager.
- Providing timely and accurate reports and bookkeeping statements to the Centre Manager.
- Liaison with funding and supporting bodies as appropriate as directed by the Centre Manager.
- Assist the Centre Manager in the preparation of the draft annual budget for Committee of Management approval at November Committee Meeting.
- Supervise and train the Administration Assistant as required and directed by the Centre Manager.
- Work as a team member
- Be flexible in undertaking other duties as directed by the Centre Manager.

SPECIFIC DUTIES

Bookkeeping – all duties performed as directed or in liaison with the Centre Manager.

1. Completion of usual standard business bookkeeping/accounting procedures as directed by the Centre Manager.
2. As directed by the Centre Manager, use all appropriate functions, and keep current the computer software provided by the Centre for accounting.
3. Maintain appropriate records of all monies received and attend to payment of all accounts received and due.
4. Reconciliation of all bank accounts including term deposits.
5. Bank funds and maintain Community Centre accounts.
6. Attend to and record cash movements and account balances as required for groups associated with the Centre, eg Toy Library, Village Festival, etc.
7. Maintain monthly profit and loss statement on Centre affiliated groups, ie. Crèche.
8. Maintain Petty Cash system.
9. Prepare Tax invoices as directed by the Centre Manager.
10. Periodically assess investments in conjunction with the Centre Manager.
11. Maintain current bank account signatories.
12. Preparation of monthly and annual financial statements for the Centre Manager.
13. Prepare and complete audit requirements:
   13.1. Liaise with the Centre Manager and the Treasurer in preparation of annual accounts for audit and for the Annual General Meeting.
   13.2. Arrange for the annual accounts to be audited prior to the AGM in accordance with the Centre’s Financial Management Policy & Procedure.
   13.3. Ensure copies of the audited Annual Report are forwarded after the AGM to necessary parties Department of Justice, Consumer Affairs Victoria, Cardinia Shire Council, ACFE, Department of Human Services, and any other parties that may become necessary from time to time.
14. Prepare and lodge forms required for Department of Justice, Consumer Affairs Victoria, Cardinia Shire Council, ACFE, Department of Human Services, and any other parties that may become necessary from time to time.
15. Maintain the fundraising accounts with/for the subcommittees in liaison with the Centre Manager.

Payroll
1. Administer the Centre payroll, and maintain financial and payroll records, including superannuation, long service leave, sick leave, holidays and miscellaneous entitlements.
2. Liaise with staff, providing information and assistance regarding long service leave, sick leave, holidays and miscellaneous leave entitlements.
3. Prepare tutor payments and maintain necessary records.
4. Prepare and calculate taxation, Workcare requirements and superannuation payments, keeping accurate records on appropriate files.
5. Prepare and calculate group certificates and taxation reconciliation statements.
6. Maintain a register of staff first aid qualifications including when updates are due. Advise Vice President-Staff of renewal dates and seek instructions for any Professional Development to be offered to staff as required.
7. Manage any Workcover claims including liaison with the Insurer, Workcover and COM.
8. Provide staff packs to new staff that include all relevant paperwork required for payroll and business policies and procedures requirements.

Funding
1. Work with the Centre Manager and the Coordinators in preparation of submissions for funding.
2. Understand, and assist the Centre Manager in managing, the centre’s obligations to comply with all funding related agreements.
3. Assist the Centre Manager in ensuring timely completion of accountabilities and service agreements to funding bodies.
4. Coordinate with the Centre Manager on financial accountability for funding bodies as required and liaise with Coordinators.
5. Prepare funding applications specific to clients when and where appropriate, ie. Return to Earnings Programme; etc.

Budget
1. Centre budget:-
   1.1 Assist the Centre Manager in the preparation of the annual projected budget for submission to COM.
   1.2 Review the budget with the Centre Manager regularly.
2. Consult with the Centre Manager and staff as necessary to ensure we remain within budget.
3. Prepare and monitor class budget:-
   3.1 Cost courses and activities and ensure they are running within budget.
   3.2 Periodically (each term) check, in conjunction with the Centre Manager and Coordinators, to ensure that courses are running to estimated financial forecast.
4. Maintain profit and loss statements on each class each term.
Accountabilities
1. In liaison with the Centre Manager, prepare and deliver statistics as required by various funding bodies.
2. In liaison with the Centre Manager, prepare submissions and required returns to Government bodies under Legislation (e.g., Office of Fair Trading).
3. When directed by the Centre Manager, answer Government bodies (e.g., Social Security) and funding body queries as necessary.
4. Assist the Centre Manager in maintaining registration with Adult Community & Further Education (ACFE) and Registered Training Organisation (RTO) status.

General
1. Confirm course costings in consultation with the Centre Manager and RTO Coordinator.
2. Report to the Centre Manager on the current financial position of the Centre.
3. Liaise with the Centre Manager and Coordinators to monitor usage of funded student contact hours. Report on completed and projected usage in finance report at monthly staff meetings or as directed by the Centre Manager.
4. Attend meetings when necessary relevant to the position held at the Centre.
5. Maintain Centre’s asset register.
6. Record all staff and tutor PD, offered and attended, on relevant files.
7. Filing of appropriate records on relevant files.
8. Attending to debt collection when required.
9. Attend regular centre Staff meetings, as organised by the Business Coordinator.
10. Attend training and P.D. as required.
11. Perform other duties as requested by the Centre Manager.

KEY CRITERIA
- Adaptability to different situations
- Ability to embrace change and continuous improvement opportunities.
- Effective management of financial, physical and human resources.
- Excellent communication and interpersonal skills.
- Initiative and an eye for detail.
- Ability to prioritize and meet deadlines.
- Actively promote harmony within a team and work to achieve shared goals.

KEY PERFORMANCE INDICATORS
- Frequency/clarity of financial reports.
- Accuracy of financial and personnel records.
- Currency of all records.
- Auditor’s report.
- Feedback from Centre Manager.
- Timeliness of completion of all required returns, reports and applications.
- Satisfactory liaison with Centre Manager and other staff.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES
In the context of Occupational Health and Safety policies, procedures, training, and instruction, as detailed in Section 25 of the Occupational Health and Safety Act 2004, employees are responsible for ensuring that they:
- Follow reasonable instruction
• Cooperate with their employer
• At all times, take reasonable care for the safety of others in the workplace.