

## POSITION DESCRIPTION

<b>Position:</b>	Bookkeeper/administration assistant
<b>Program:</b>	Northern Metro Administration
<b>Classification:</b>	SCHADS Award Level 4 (Administration Worker Class)
<b>Hours:</b>	22.8 hours per week
<b>Duration:</b>	Ongoing
<b>Location:</b>	Broadmeadows and Preston office
<b>Accountability:</b>	This position is directly accountable to the Administration Coordinator – Broadmeadows
<b>Date:</b>	April 2016

## INTRODUCTION

Anglicare Victoria offers a comprehensive network of services to young people, children and their families / caregivers living across Victoria. We seek to ensure the provision of high quality services that will bring about significant improvements in the life experience of the young people, children and families / caregivers with whom we work.

Anglicare Victoria requires that staff commit to continuing to develop their cultural competence. Anglicare Victoria is committed to equal opportunity and improved outcomes for Aboriginal peoples. Anglicare Victoria is committed to developing an official Reconciliation Action Plan that bears the Reconciliation Action Trademark.

## OVERVIEW OF PROGRAM

The core responsibility of the Bookkeeper is the provision of professional and competent book-keeping services.

The Regional Accountant coordinates the accounting and financial reporting functions of the areas. The bookkeeper assists in this regard.

## POSITION OBJECTIVES

The objectives of the position are:

- To provide high quality bookkeeping including:
- Accurate and timely recording and the reconciliation of all financial data, including data entry.
- Preparation of accurate financial reports to be viewed by the accountant
- Payment of all accounts for the area

- Attending to all accounts inquiries
- Data entry of accounts payable/receivable
- Processing journal entries as required
- Balancing and reconciliation of petty cash
- Balancing and reconciliation of all accounts.
- To provide prompt, professional and friendly service in all dealings with clients, service consumers, program staff, managers, central office and all external organisations.
- To promptly attend to duties and requests according to the quality standards set within the organisation.
- To be responsive and provide accurate information regarding agency services at all times.
- To update procedures manual to reflect changes and new initiatives in respect to all accounting processing in the area.

## KEY RESPONSIBILITIES

1. Accounts Payable
  - In accordance with approved policies and procedures, process all invoices presented for payment ensuring the necessary delegated approvals are obtained.
  - Ensure all accounts are correctly coded.
  - Prepare cheques, obtain approval signatures in accordance with policies and procedures, and forward cheques to payees.
  - Maintain currency of approved signatories with the bank.
  - Prepare expenditure summaries for approval by Area Manager and Area Accountant.
  - Resolve inquiries relating to accounts.
  - Record expenditure information in relation to brokerage, grants, emergency relief, placement support grants and any other funding sources, within the organisation's funding obligations, to ensure expenditure is within prescribed limits.
  - Raise purchase orders as required.
2. Accounts Receivable
  - Prepare and raise invoices in accordance with approved policies and procedures.
  - Ensure all invoices are correctly coded and approved.
  - Follow up outstanding payments.
  - Prepare income summaries for approval by Area Manager and Area Accountant.
3. Data Entry Requirement
  - Data entry of accounts into the organisation's expenditure tracking system (or other as appropriate) in accordance with agreed processes and delegated approval of Team Leaders, Program Managers, Admin Coordinator, Area Manager and Area Accountant.
  - Ensure the accounts payable/receivable function is GST compliant.
  - Reconcile expense/income summaries to invoices.
  - Resolve inquiries relating to accounts.
4. Reporting
  - Prepare weekly, monthly and one off financial reports as directed and as per procedures.
  - Complete cash flow analysis as directed.
  - Review line item balances in Great Plains with the Area Accountant.
5. Record keeping
  - Ensure records are systematically retained to meet all financial obligations.
6. Petty Cash
  - Reconcile petty cash summaries and prepare cheque reimbursements to staff in accordance with delegated limits and agreed procedures.

7. Administrative Support

- At the discretion of the Administration Coordinator provide back-up to the administration team.
- At the discretion of the Administrative Coordinator provide reception relief.

**KEY SELECTION CRITERIA**

1. Sound knowledge and demonstrated experience in operating systems for accounts payable, receivable, petty cash and banking.
2. Knowledge of accounting package/s (knowledge of Great Plains highly desirable).
3. Intermediate skills in Microsoft Windows, Word, Excel, email and Internet.
4. Bookkeeping or accounting qualification.
5. Ability to work autonomously and to exercise initiative, discretion and judgement.
6. Strong client-service orientation with a commitment to quality and responsiveness.

**Desirable skills, knowledge, and experience**

1. Demonstrated experience as an effective team member.
2. Well developed organisational and time management skills, particularly the ability to meet set time frames.
3. Well developed communication and interpersonal skills, with the ability to interact positively with a wide range of people from diverse backgrounds.
4. Full Victorian Drivers licence and a willingness to drive organisation vehicles.

**TERMS AND CONDITIONS**

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check and must provide a Working with Children Check prior to commencement.
- A current Victorian Driver's licence is essential.
- Anglicare Victoria is a member of HESTA (Health Employees Superannuation Trust). At present, we contribute 9.5% of ordinary time earnings to this fund. Staff may elect to choose their own superannuation fund.

**TO APPLY:**

Please apply in writing addressing the key selection criteria and nominating three professional referees to Maureen Cowell, Administration Coordinator – [maureen.cowell@anglicarevic.org.au](mailto:maureen.cowell@anglicarevic.org.au)

For further enquiries contact Maureen Cowell on 9301 5200.

**Applications close: 10 June 2016**