



Job Description

Project Youth's is a not for profit community organisation that has been operating for over 27 years. The purpose of the organisation is to create opportunities for young people to thrive.

We work with young people aged 12-24 who have complex needs, are at risk, come from a disadvantaged backgrounds and would not be able to fulfil their potential without additional support.

Our work is in three main areas comprising of Housing; Early Intervention; and Social Enterprise. This involves programs that accommodate young people in crisis and supports transition into independent living or returning to their family home. As well as programs, that intervene early to reduce and stop escalation of issues.

All our programs work together to achieve our four main outcomes which ensures all young people are connecting; achieving; safe; and healthy.

1. IDENTIFYING DATA

Position Title: Bookkeeper - Temporary
Status: Contract – up to 21 hours per week – for 6-7 months
Location: Kiara Park Youth Centre, Miranda
Reports to: Operations Manager

2. PRINCIPLE FUNCTION

To provide bookkeeping services including payroll, accounts receivable and payable, superannuation, BAS preparation, production of monthly financial reports for the Board of Management and Management team.

3. ACADEMIC QUALIFICATIONS

Tertiary qualifications in business administration, accounting or equivalent.

4. KEY SELECTION CRITERIA

Essential:

- Excellent administration and organisational skills
- Demonstrated experience in using Xero, including payroll
- Knowledge and understanding of Commbiz
- Highly developed oral and written communication skills
- Excellent time management
- Excellent attention to detail
- High level of computer literacy including sound computer network and software knowledge
- Ability to communicate with a range of stakeholders, staff, clients, Board and funding bodies.
- Ability to work effectively in a team as well as independently

Desirable:

- Understanding of non profit community services sector

5. KEY RESPONSIBILITIES:

5.1 Finance
<i>Duties</i>
<ul style="list-style-type: none"> ▪ Administer accounts payable and receivable

<ul style="list-style-type: none"> ▪ Maintain up-to-date and accurate accounts
<ul style="list-style-type: none"> ▪ Complete taxation requirements, including GST, PAYG and FBT (if applicable)
<ul style="list-style-type: none"> ▪ Process weekly payroll
<ul style="list-style-type: none"> ▪ Staff expense reimbursements
<ul style="list-style-type: none"> ▪ Bank reconciliations
<ul style="list-style-type: none"> ▪ Prepare month end accounts and reports, for the Board of Management and Management team
<ul style="list-style-type: none"> ▪ Preparation of Spotlight report for Board of Management
<ul style="list-style-type: none"> ▪ Assistance in producing budgets
<ul style="list-style-type: none"> ▪ Preparation of ACNC report
<ul style="list-style-type: none"> ▪ Possible attendance at board meetings
<ul style="list-style-type: none"> ▪ Assistance with AGM preparations
<ul style="list-style-type: none"> ▪ Assistance with entering information into the CHIMES portal and reconciling bonds and rents with tenancy support worker
<ul style="list-style-type: none"> ▪ Complete associated administrative duties as required for example, filing.

6. EEO Principles and Practices
<i>Duties</i>
<ul style="list-style-type: none"> ▪ Understand and implement EEO Principles and Practices as appropriate.

7. WH&S
<i>Duties</i>
<ul style="list-style-type: none"> ▪ WH&S legislation and our duty of care to young people is followed at all times

8. Additional Conditions:

Project Youth is committed to ensuring that the working environment is one free from discrimination and harassment as required under Australian law. Staff are required to treat one another with dignity, courtesy and respect.

Should preferably be able to work Wednesdays (Payroll) and two other days as negotiated.