



Budj Bim Cultural Landscape
Tourism Hub - Palawarra (Heywood)
4/48 Edgar Street
Gunditjmara Country
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BOOKKEEPER

POSITION DETAILS

Position Title:	Bookkeeper
Hours:	Part time, 19.0 hours per week with potential for full time
Wages:	Clerks – Private Sector Award 2020, rate commensurate with position
Employment Type:	Specified period for 12 months
Location:	Gunditj Mirring Services Pty Ltd (GMSPL) office, located at 4/48 Edgar Street, Heywood and other GMSPL properties as required. Hybrid, with partial hours worked off site, requests will also be considered.
Reporting to:	General Manager
Applications to:	hr@gunditjmirring.com.au

POSITION SUMMARY

The Bookkeeper has the primary responsibility is supporting the General Manager with sound financial records by maintaining, and further developing, GMSPL financial and payroll record keeping and reporting systems and the maintenance of all accounting, payroll, and administrative systems.

The position contributes to meeting statutory reporting and funding submission requirements, including supporting the audit process and assisting with budgets, acquittals, invoicing and payments, and payroll.

The Bookkeeper assists in the day-to-day operations such as administrative tasks of GMSPL, participating co-operatively within the GMSPL team. In conjunction with the General Manager, the position also assists with the development and maintenance of GMTOAC finance policies and procedures.

ROLE RESPONSIBILITIES

Relationships:

- Liaises with the all staff, GMTOAC accounts & management and directors as required.
- Works cooperatively with GMSPL external accountancy and audit firms.

Financial Management:

Work with General Manager to compile, analyse, and report financial data including the following:

- Weekly cash flow, monthly finance, and yearly financial reports.
- Reconciliations including bank, prepayments, assets and all other balance sheet accounts.
- Journal entries and adjustments into the accounting system.
- Prepare financial year end schedules.
- Ensuring that all financial records are complete and accurate.
- Staying current on company, local, state, and federal financial regulations and policies.

- In conjunction with the General Manager and Operations Manager, establish and maintain GMSPL Financial Policies and Procedures.
- Maintain and asset management records.

System Management

- Along with the Operations Manager the daily uploading of all sales & payment data from all data applications utilised to record daily sales and payment actions.
- Reconciling the daily data uploads to the corresponding banking receipts

Accounts payable

- Review, update and maintain processes and controls for accounts payable including matching the document chain, verification and reporting on exceptions.
- Accounts payable invoice and payment run processing once per week.
- Liaison point for suppliers in relation to payment invoice issues.

Accounts receivable.

- Review, update and maintain processes and controls for accounts receivable including matching the document chain and reporting on exceptions.
- Receipting direct deposits, made into bank account daily.
- Provide debtor management including monitor debtor days and undertake outstanding debtor actions within terms of the debtor agreement.

Inventory.

- Implementing and enforcing financial and inventory controls.
- Review, update and maintain purchasing and inventory processes and controls.
- Client to undertake monthly food / beverage & merchandise stocktakes and maintain inventory listing and controls before the last day of each month.

Payroll:

- Review, update and/or maintain processes and controls for payroll.
- Ensure payments are in accordance with the relevant contract and comply with the applicable awards/agreements.
- Fortnightly, every second Tuesday, payroll processing and payment.
 - Checking the pay types on timesheets match back to the roster.
 - Liaising with the Operations Manager on any discrepancies in timesheet data.
- Payment of Superannuation.
- PAYG Reporting and Payment.
- Address payroll queries from employees.
- Maintain ledger of employment leave entitlements.
- Payout leave balances on resignation or termination of employment.
- Fortnightly upload of the payroll figures to the general ledger and the reconciliation of all payroll accounts on a monthly basis.

Tax Compliance:

- Full quarterly BAS reconciliation, lodgement and payment by ATO due dates
- Provide Income Tax agent with necessary information in a timely manner to support preparation of Income Tax Return Client's Tax Agent responsible for preparation and lodgement on Annual Income Tax Returns

Audit:

- Assist external auditors audits in a professional and timely manner as required.
- Provide information as requested by Auditor to support preparation of annual Audit.

General:

- Act as a point of contact between internal and external departments and the GMSPL finance team
- Carry out general clerical and administrative duties to support the role.
- Maintain, at all times, the confidentiality of GMSPL information.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To be observant with regard to identification of potential public safety hazards and notify supervisor of hazards which cannot be remedied immediately.
- To take reasonable care for their own safety and the safety of others affected by their acts or omissions.
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety.
- Identify risk and be able to manage and escalate issues.
- Not wilfully place at risk the health and safety of any person at the workplace.
- Report all safety hazards and risk exposures, including losses to their supervisor.
- Maintain physical security of all property, equipment and buildings within your area and control.
- All staff are required to actively reduce GMSPL's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

KEY SELECTION CRITERIA**Qualifications:**

- Relevant experience in business administration, finance or a related field.
- Previous experience in preparing and lodging BAS returns.
- ZERO and Employment Hero Experience highly advantageous.

Knowledge and Experience:

- Experience in office administration and bookkeeping.
- Attention to detail.
- Experience in financial processing, including accounts payable and receivable, budget processing and reconciliation.
- Strong written and oral communication skills.
- Experience working in a team environment with a high degree of initiative and self-motivation.
- Ability to support others to understand and implement financial procedures.
- Honest and informative communication skills.
- Demonstrates effective and culturally appropriate interpersonal skills in all aspects of their role and in performance of duties.
- Must have Knowledge of computer programs including an Accounting Package, Payroll Software, Word, Excel, Email and ability to learn other programs as required.
- Ability to present GMSPL in a professional and appropriate manner.

- Organisational skills and the ability to time manage.

Budgeting:

- Assist to ensure timely and accurate GMSPL programs financial budgets are prepared for the budget period and in line with organisational finance objectives. Ensure realistic figures, professionally researched and achievable targets are in each budget line. Facilitate active participation by departmental managers into the budgeting process.

Accounting System:

- Ensure an accurate accounting system (ZERO), is maintained with financial statements and reports for the business prepared monthly, annually, and ad hoc as required.

Audits:

- Assist external auditors in a professional and timely manner as required.

Payroll:

- Experience is running a full payroll (approx. 12 employees) for full time, part time and casual team members.

Desirable:

- The understanding the important relationship between accurate report and the operational positioning of a small business.
- An awareness and understanding of being an enterprise business owned by a large community-controlled organisation.
- An understanding of the historical impacts on our workforce.
- An understanding of the GMSPL, its operations and activities.

Conditions of Employment:

- Must have a Victorian Drivers Licence.
- Ability to obtain a positive National Police and Working with Children Check(s)

SIGNED

Employee's name

Employee's signature

Date

CEO's signature

Date