

## Position Description

<b>Position Title:</b>	<b>Bookkeeper</b>
<b>Location:</b>	Croydon, Melbourne
<b>Reports to (title):</b>	Chief Finance Officer
<b>Date:</b>	18/10/2018

### Role Purpose

The Bookkeeper will add capacity to our finance team, working closely with our full time Chief Finance Officer in being responsible for the accounting and financial functions of Empart Australia. This role is a hands-on role that requires a strong attention to detail and prior experience in bookkeeping.

The Bookkeeper will be personally committed to and actively demonstrate the Empart values:

- Making disciples
- Pioneering
- Radical dependence on God
- Sacrificial Commitment
- Empowering Partnerships
- Generous Living

### Principle accountabilities

Working in close co-operation with the CFO, the bookkeeper will undertake the day to day financial administration of Empart including:

- Processing incoming donations daily ensuring accurate record keeping related to donations in Empart's fundraising database
- Accounts Payable and Recieveable
- Employee Salaries/Wages/Superannuation and leave entitlements
- Follow up with partners and suppliers as needed
- Monthly reporting including reconciliations
- ATO compliance including BAS and IAS returns
- Month - end and Year end preparations
- Other finance related activities as required

## Skills/Qualifications/Experience

- 5+ years experience in non profit or business environment.
- Demonstrated competence and intermediate experience with Xero

### Personal Attributes

- Self-motivated and shows initiative with a positive and professional approach to work
- Excellent attention to detail and record keeping skills.
- Excellent organizational and planning skills
- Expectation and willingness to learn within the position
- Ability to work independently and as part of the team
- High level Word and Excel skills

**Ideally this role is a part time role, 15-20 hours per week spread over 3 or 4 days.**