

POSITION DESCRIPTION

Bookkeeper

Position Title:	Bookkeeper	
Reports To:	Chief Financial Officer	
Direct Reports:	NIL	
Hours of Work/Status:	38 hours per week / 12 month (with possible extension)	
Modern Award Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 [SCHADS] Level 4	
Location:	Northern Rivers NSW	
Position Objective:	<p>The Bookkeeper is responsible for setting up the accounting software, monthly accounts, reporting and invoicing.</p> <p>Reporting directly to the Chief Financial Officer, the Bookkeeper will monitor all aspects of NCCH Community Villages' finances, including regulatory requirements, assist with reporting on finances to the Board and regulators, analysing financial performance.</p>	
Qualifications / Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Relevant qualification such as Cert IV in Accounting/Bookkeeping • Experience using payroll software, such as a MYOB based system 	
Key Relationships:	<i>Internal</i>	<i>External</i>
	<ul style="list-style-type: none"> • Chief Financial Officer • General Manager, People and Culture • NCCH Community Villages Program Lead • Village Manager – locational • NCCH Team members • Executive Management Team 	<ul style="list-style-type: none"> • NCCH stakeholders
Summary of Key Areas:		
	<ol style="list-style-type: none"> 1. Finance and Accounting Support 2. Finance Systems and Processing – NCCH Community Villages 3. Safe System of Work 	
1. Finance and Accounting Support	<ul style="list-style-type: none"> • Maintain current knowledge of Australian Accounting Standards, advise of and implement any changes required to ensure compliance • Contribute to the quarterly forecast review process, including meeting timelines, coordinating with other stakeholders as well as preparing reports for the Chief Financial Officer and Executive Management Team, identifying any material change from budget • Provide financial support to Executive and Managers during budgeting, reforecasting and other activities • Work with Executive to provide financial analysis and ensure their understanding of the financial impact of activities in their functional areas as well as providing accurate, timely and concise financial information • Review the accuracy and appropriateness of accounting transactions, recorded in the financial systems • Assist as required in the preparation of various internal and external reporting requirements, under guidance of Chief Financial Officer 	
2. Finance Systems and Processing – NCCH Community Villages	<ul style="list-style-type: none"> • Manage the accounts payable and accounts receivable • Monitor incoming payments into company accounts concerning • Track due and overdue incoming invoices, and monitor payment due dates for invoices • Assist with the preparation of Financial Statements • Assist with BAS/IAS • Assist with Annual Compliance requirements 	

3. Safe System of Work	<p>All NCCH staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> • accept personal responsibility for maintaining safe workplace and work practices • understand and work to NCCH's Code of Conduct and Work Health and Safety (WHS) policies, procedures and work instructions • undertake work in a manner that is not harmful to your health and safety and the health and safety of others • work in compliance with WHS system requirements and workplace environments, in particular; Safer Home Visiting, manual handling, personal protective equipment and emergency situations • comply with Risk Management policies, procedures and work instructions • monitor workplace conditions and report ideas which may improve workplace health and safety; any work related or personal injury or illness; and hazards and incidents • correct minor hazards where applicable; and • attend and actively participate in WHS and other mandatory training.
Other	<ul style="list-style-type: none"> • Undertake other duties, responsibilities or projects as directed by management.
Key Behavioural Competences:	<p>Customer Focus - Ensuring that the customer perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet customers' and own organisation's needs.</p> <p>Action Oriented - Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.</p> <p>Priority Setting - Spends their time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.</p> <p>Organising - Can marshal resources (people, funding, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.</p> <p>Interpersonal and Written Communication - Is able to communicate clearly and succinctly in a variety of interactions, settings and styles; can get messages across that have the desired effect; possess a firm grasp of grammar, spelling and the ability to format and style professional business correspondence; can actively listen to others and respond with understanding and respect.</p>
I have read, understand and accept the above Position Description relating to the Position I have been appointed to:	
Name: _____	Signature: _____
Date: _____	
Manager's Name: _____	Signature: _____
Date: _____	