

## Position Purpose

The Bookkeeper supports the Finance and Regional teams by ensuring that the accurate and timely recording and reconciliation of all financial data and data entry are effectively recorded in the region. The role reports to the Regional Accounting Manager and works within the established agency financial framework and in collaboration with the broader Central Finance team to ensure all systems within the region comply with the appropriate financial governance, accounting standards and organisational policies and procedures.

Under the direction of the Regional Accounting Manager, this role provides business support to the Program Managers by ongoing assistance in preparing, reviewing, monitoring and reconciling accounts. The role directly processes invoices and maintains client brokerage/flexible funding reporting and acquittals, for identified programs. The role is responsible to the Regional Accounting Manager for completing identified month-end tasks and generally assisting for the preparation of accurate financial reports.

## Organisational Context

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower. We strive to create an environment where employees feel valued and rewarded. By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

Anglicare Victoria is committed to ensuring diversity and inclusivity are embedded throughout our organisation for the benefit of our clients, volunteers and employees. Welcoming, supporting and celebrating diverse talents, knowledge, perspectives and experiences strengthens our workforce and our relationships with the communities we work with.

Our focus is to create a more just society which means eliminating discrimination in the services we deliver and the workplace we provide. We strive to be an inclusive, safe and responsive organisation which promotes diversity and actively supports inclusion for Aboriginal and Torres Strait Islander peoples, people from LGBTIQ+ communities, people with disabilities, people from diverse cultural and linguistic backgrounds, people of all ages, people with caring responsibilities and people with diverse religious beliefs or affiliations.

Being a diverse and inclusive organisation goes to the very heart of our work, and supports our strategic intent to transform the future of vulnerable children and their families.

## Position specifications

Reports to:	Regional Accounting Manager or others as required
Direct reports:	N/A
Internal stakeholders:	Regional Accounting Manager, Program Managers, Central Finance Managers, Finance System Administrator, Central Accounts Payable team, Central Finance Senior Bookkeeper, Regional Administration team, all internal staff and support staff
External stakeholders:	DFFH, Family Services Victoria, Strategic networks and partners, External Auditors, External key program administrative staff

---

## Key responsibilities

### Operational activities

- Directly process approved supplier invoices for identified programs
- Prepare, maintain and reconcile client brokerage acquittals for identified programs
- Review, maintain and administer as required the client brokerage voucher system for identified programs
- Enter and update regional creditor records and verify related regional creditor information
- Generally support the region in accounting activities such as (but not limited to) invoicing, account reconciliations, recording journal and data entries, preparing related documentation and communications
- Assist the Regional Accounting Manager in the preparation of accurate and timely monthly financial reports and annual acquittals, including completing identified month-end journals, processes and reconciliations
- Assist with regular reporting as required to extract statistical data and reports from records for analysis
- Complete all tasks within expected timeframes and as per agency finance policies in compliance with accounting standards
- Maintain updated knowledge of and work within Anglicare Victoria policies and procedures
- Provide support and assistance with other duties as required
- Provide training and support to Converga users

### Strategic partnering activities

- Assist the Regional Accounting Manager in the development and reporting of budgets, funding status, tenders and program expenditure
- Establish and maintain effective positive relationships within Anglicare Victoria and externally

### Quality service provision

- Maintain accurate financial governance and record keeping procedures in the region to ensure integrity and security of data
- Foster and maintain a commitment to service provision that meets all legislation, Government and Anglicare Victoria policies, procedures as well as Funding and Service Agreements
- Support the development and implementation of financial systems and processes in collaboration with the broader Central Finance team enabling adherence to internal control requirements
- Ensure that service delivery meets best practice and accounting guidelines, QIP standards and organisational standards

Workplace Health & Safety activities	Inclusivity
--------------------------------------	-------------

## Bookkeeper

<ul style="list-style-type: none"> <li>Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures</li> <li>Take reasonable care that your actions or omissions do not adversely affect the health and safety of themselves and others</li> </ul>	<ul style="list-style-type: none"> <li>Ensure an engaged, positive and professional workplace culture in line with the expectations and policies of Anglicare Victoria</li> <li>Promote and role model positive behaviours and an open, inclusive and collaborative approach to working always behaving ethically and with integrity</li> </ul>
<ul style="list-style-type: none"> <li>Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace</li> <li>Report all injuries, illness or 'near misses' to your Supervisor or Manager</li> <li>Participate in relevant health and safety training based on roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Ensure an inclusive environment for all to support the maturing of our workforce in respect to Diversity &amp; Inclusion across all groups including LGBTIQ and Indigenous and Torres Strait Islanders</li> </ul>

## Selection Criteria

<b>Training and Qualifications</b>	
<ul style="list-style-type: none"> <li>Relevant Tertiary qualifications in a relevant finance, accounting or commerce or working towards achieving this</li> </ul>	
<b>Essential experience and skills</b>	<b>Capabilities required</b>
<ul style="list-style-type: none"> <li>Previous experience in a similar role within a community services organisation would be highly regarded</li> <li>General knowledge and experience of accounting procedures and reporting packages such as experience Excel and Converg</li> <li>Strong computing skills in full suite of Microsoft Office and proficient in the use of spreadsheets</li> <li>Demonstrated understanding of accurate data analysis and reconciliation procedures</li> <li>Strong administrative and procedural skills</li> <li>Excellent attention to detail and ability to meet deadlines</li> <li>Sound stakeholder management and the ability to build and maintain strong, credible relationships</li> <li>Ability to be self-directed and work autonomously</li> <li>Excellent interpersonal and communication skills in written and verbal English</li> </ul>	<ul style="list-style-type: none"> <li>Displays resilience</li> <li>Has a learning mindset</li> <li>Shows cultural awareness</li> <li>Puts clients first</li> <li>Works collaboratively</li> <li>Demonstrates technical and professional acumen</li> <li>Initiative and integrity</li> <li>Team player</li> </ul>
<b>Essential requirements</b>	

## **Bookkeeper**

- All Anglicare Victoria team members must provide evidence of their valid working rights through an Australian/New Zealand birth certificate or passport, Citizenship certificate or Permanent residency certificate or an International passport with evidence of a valid working visa, which is subject to a Visa Entitlement Verification Online (VEVO) check
- All Anglicare Victoria team members' offers of employment are subject to a satisfactory Criminal History Check and possession of a current Working with Children Check prior to commencement
- In line with the Chief Health Officer's COVID-19 Mandatory Vaccination (Workers) Directions all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time as directed by the Chief Health Officer.

### **Child Safe Standards**

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.