**BookKeeper**

**Finance**

**WESTERN Region**

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.

At Anglicare Victoria we care about our employees in the same way that we care about our clients. We support and encourage our employees with a wide range of professional and personal opportunities to strengthen their overall well-being.

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.

**Position details**

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| **Position Title** | Bookkeeper |
| **Program** | Finance |
| **Classification** | SCHADS Award Level 4 (Clerical and Admin)  (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award) |
| **Engagement** | Part Time |
| **Hours per week** | 15.2 (Days negotiable) |
| **Duration** | Ongoing |
| **Fixed term end date** | Not Applicable |
| **Location** | Western Region – Based at Yarraville |
| **Reporting**  **Relationship** | This position reports to the Reginal Accountant |
| **Effective date** | May 2022 |

**Overview of program**

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. This role reports to the Regional Accountant and works closely under the guidance of the Financial Controller 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.

This role is also responsible for providing business support to the Program Managers by ongoing assistance in preparing, reviewing, monitoring and reconciling accounts, statements and invoices to assist the Regional Accountant with the preparation of accurate financial reports.

**Position Objectives**

List the Key Deliverables/Objectives of the worker.

Focus on the Objectives of the role rather than the Day to Day duties

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| --- | --- |
|  | Support the Finance and Regional teams to ensure accurate and timely  recording and reconciliation of financial data. |
|  | Work with both internal and external stakeholders to deliver an efficient  financial environment. |
|  | Provide business support to the Program Managers and assistance to the  Regional Accountant with the preparation of financial reports. |
|  | Collaborate with the Central Finance team and regional team members. |
|  | Support the development and implementation of financial systems and  processes. |

**Key responsibilities**

The key responsibilities include but are not limited to:

Focus on the day to day duties:

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|  | Support the region in general accounting activities such as (but not limited to) invoicing, accounts payable, reconciliations, recording journal or data entries. |
|  | Assist with regular reporting to extract statistical data and records for analysis. |
|  | Assist the Regional Accountant in the preparation of monthly financial  reports, budgets, tenders and program expenditure. |
|  | Support the development and implementation of financial systems and processes in collaboration with the broader Central Finance team enabling adherence to internal control requirements. |
|  | Provide support and assistance to Converga users within the region. |
|  | Maintain accurate financial governance and record-keeping procedures to  ensure integrity and security of data. |
|  | Ensure that service delivery meets best practice and accounting guidelines. |

**Key Selection Criteria**

What you are looking for in your successful applicant in terms of nonnegotiable qualifications or experience:

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| --- | --- |
| C:\Users\David.Sandison\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\GIF9U7N8\RoleSpecific_icon.jpg | 1. A relevant tertiary qualification in accounting, finance or business; or working towards completing a relevant tertiary qualification; or less formal qualifications with the specialised skills and substantial relevant experience. |
| 1. Highly developed communications skills and an ability to work collaboratively with internal and external stakeholders. |
| 1. Ability to be self-directed and work autonomously. |
| 1. General knowledge of accounting procedures and reporting packages such as Excel and Converga. |
| 1. Strong competence in the MS Office Suite, including the use of formatting and spreadsheet formulas. |
| 1. Demonstrated understanding of accurate data analysis and reconciliation procedures. |

**Child Safety**

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.

**Occupational Health & Safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

* take reasonable care for their 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
* take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
* cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
* report all injuries, illness or ‘near misses’ to their Supervisor or Manager
* participate in relevant health and safety training based on roles and responsibilities
* as required, participate in the development and implementation of specific OHS hazard and risk management strategies

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

**Cultural Safety in the Workplace**

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria’s commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

**Conditions of employment**

* Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
* All offers of employment at Anglicare Victoria are subject to a six-month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
* All offers of employment are subject to a satisfactory Criminal History Check and an Employment Working with Children Check prior to commencement.
* A current Victorian Driver’s license is essential.
* In line with Anglicare Victoria’s Covid 19 Vaccination Policy 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 in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

**Acceptance of Position Description requirements**

To be signed upon appointment

**Employee**

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| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |