

**Position Description: Part-Time Bookkeeper or Accountant**

**Capital City Local Learning & Employment Network.**

**About the City LLEN**

The Capital City Local Learning and Employment Network, the `City LLEN’ was established in 2002. We are funded by the State Government to deliver a range of initiatives to at-risk young people and secondary school students to enhance their engagement, attendance, career aspirations and post-school transition.

The City LLEN is a not for profit community organisation governed by a board - the Committee of Management, members of which represent the education, training, industry and community sectors within the City of Melbourne. There are 31 LLEN’s in Victoria, each based on one or more local council boundary areas.

Our office is located at Level 4, Suite 404, 365 Little Collins Street, Melbourne.

**The Role**

We require a part time bookkeeper or accountant. The bookkeeper/accountant would be typically required to attend one day a month or fortnightly to carry out preparation of monthly finance statements. School hours are fine. From time to time extra hours maybe required - attendance days/times can be negotiated. The preferred candidate will demonstrate high level bookkeeping skills and be prepared to respond to the potential scrutiny of their reports by the Committee of Management and independent auditor.

**Reports to:** ChiefExecutive Officer and Treasurer (when required)

**Bookkeeper Position Duties**

* Use MYOB Account Right in the cloud to manage the LLEN’s finance records and per state government reporting categories and expense definitions
* Reconcile monthly bank statements
* Record and input all City LLEN transaction in MYOB – including Accounts Payable, Accounts Receivable, Payroll maintaining the General Ledger
* Accurately determine and prepare BAS, IAS, FBT, Portable Long Service Leave, Payment Summaries and any other ATO documentation and communicate this information to the CEO
* Accurately determine net wages, superannuation, leave loading, record annual leave and any other leave taken per staff member and prepare fortnightly payslips
* Oversee DGR payments/FBT calculations
* Prepare financial documents required for annual audit, including the general ledger, trail end of year balance, bank reconciliations and liaise with auditor
* Prepare end of month finance statements as per Government requirements - the financial reports should include the Operating Statement (including budget), Balance Sheet, P & L, Cash Flow Statement, Payments summary.
* Provide finance advice and any other reporting functions as requested by the Committee of Management (Board) or CEO
* Check payment records, BPAY, invoices, petty cash and debit card expenditure records
* Check that all finance transactions are carried out following the organisations governance rules.

The Capital City LLEN operates under strict financial governance rules – these are detailed in the Governance Manual which will be supplied to the successful candidate.

**Skills and Abilities**

* Sound, demonstrated experience using MYOB
* Understand the Tax environment of not for profit incorporated associations
* Understand finance reporting requirements and terms
* Qualifications or studying to receive qualifications in bookkeeping, accounting or equivalent
* Attention to detail and high-level numeracy skills
* Excellent communication skills
* Strong Excel skills
* High level of integrity

**Employment Conditions**

Casual or Part-time employment will be offered with an hourly rate to be negotiated based on qualifications, skills and experience. Our contract with the Government stipulates conducting a Police Check for all LLEN staff – this will be organised and paid for by the City LLEN. Currently we are funded to the end of 2021. The successful candidate will be required to attend the City LLEN office to fulfil their duties and will also be expected to attend the Annual General Meeting held out of hours once a year.

For more information, please contact Louise Smith, CEO on 0430 132 499.

**How to Apply**

Applicants are invited to send an email detailing their experience in the not for profit sector, capacity to deliver the position duties, preferred attendance pattern/times and attach a detailed resume, including 2 referees to: [info@ccllen.org.au](mailto:info@ccllen.org.au) by 29 January 2020.