



WELFARE RIGHTS & ADVOCACY SERVICE

Bookkeeper

Part-Time (0.25) on a Permanent Basis

\$78,051- \$81,336 (full time rate) pro rata

**TLC Emergency Welfare Foundation of Western Australia (Inc.) Enterprise
Bargaining Agreement Community Service Worker 5**

Welfare Rights & Advocacy Service is an independent community legal centre specialising in Social Security law. We receive funding from the Commonwealth and State Governments. The service is a not-for-profit charity. We are looking to employ a bookkeeper on a permanent basis. The bookkeeper will be responsible for bookkeeping for Welfare Rights & Advocacy Service and another service, Economic Justice Australia. Employment will be subject to a 3-month probation period.

Salary and Conditions

Total Hours:

Part time position, (0.25) 19 hours per fortnight.

Period of employment:

Permanent (subject to a 3-month probation period).

Working Hours:

The service is open from 9:00 am to 5:00 pm Monday to Friday; working hours may be negotiated within these times.

Responsible To:

Executive Officer and Principal Solicitor

Salary and Conditions:

As per the TLC Emergency Welfare Foundation of Western Australia (Inc.) Enterprise Bargaining Agreement Level 5 \$78,051-81,336 per annum - pro rata of full-time rate. The service has an in-house set of policies and procedures that are worked to. The service is an Equal Opportunity employer and is a smoke free working environment. Salary Sacrificing is available.

Applications:

Applications in writing including a resume which contains two professional referees with contact details and a brief statement addressing the selection criteria.

Contact:

Kate Beaumont (08) 9328 1751
Executive Officer welfare@wraswa.org.au
Welfare Rights & Advocacy Service
98 Edward St
PERTH WA 6000

Closing Date for applications:

Close of business Tuesday 9 November 2021

Note: Applications that do not address the selection criteria will not be considered.

Bookkeeper

Selection Criteria

Essential

1. Experience in job accounting/bookkeeping.
2. Demonstrated high-level organisational skills, including strong time management skills and attention to detail.
3. Experience in MYOB and Excel.
4. Demonstrated ability to self-manage and apply a proactive, 'can do' attitude.
5. Strong verbal and written communications skills.
6. Computer literacy in Microsoft Office 365 Suite.

Desirable:

1. Experience managing and reporting salary packaging, superannuation, and Single Touch Payroll.
2. Experience preparing financial reports for non-profit Boards.
3. Ability to work in a small team setting comprising solicitors, advocates, volunteers, Board Members, and visitors to the service.
4. Flexibility and a sense of humour.

Bookkeeper

Duty Statement

Bookkeeping	<ul style="list-style-type: none">▪ Process and manage accounts payable and receivable.▪ Managing cash flow, reconciling bank accounts, and loading banking transactions for approval.▪ Managing monthly and quarterly BAS, IAS and superannuation returns and payments.▪ Reconciling general ledger accounts to produce accurate monthly profit and loss reports.▪ Managing system changes, back-ups, and upgrades (MYOB) and chart of accounts.▪ Preparing the annual workers' compensation insurance return and payments.▪ Maintain fixed asset and depreciation schedules.▪ Assist with year-end audit and Grant Acquittals for Welfare Rights & Advocacy Service and Economic Justice Australia.
Payroll	<ul style="list-style-type: none">▪ Process fortnightly payroll and associated reporting to the ATO.▪ Maintain relevant employee records in a confidential manner.▪ Assist in the preparation of payroll related payments, including wages, salary package payments, tax, superannuation, and union dues.▪ Maintain records of staff salary package arrangements.▪ Monitor salary sacrifice arrangements against ATO FBT exemption capping thresholds.▪ Maintain records for staff leave and provide to management as required.
Reporting	<ul style="list-style-type: none">▪ Preparation of annual budgets and costings for review by the Boards of Welfare Rights & Advocacy Service and Economic Justice Australia.▪ Preparation of monthly and other financial reports to the Boards of Welfare Rights & Advocacy Service and Economic Justice Australia.▪ Preparation of reports and acquittals for funding bodies.
Administration	<ul style="list-style-type: none">▪ Administrative support to Welfare Rights & Advocacy Service.▪ Answering phone calls and email enquiries relating to the accounts and bookkeeping functions of Welfare Rights & Advocacy Service and Economic Justice Australia.▪ Filing and archiving financial records and documents.
Other	<ul style="list-style-type: none">▪ Engage in suitable training opportunities with a view to maintaining skills.

	<ul style="list-style-type: none"> ▪ Co-operate with and assist the Executive Officer and Principal Solicitor in the exercise of their duties. ▪ Co-operate with and assist the Executive Officer and Chairperson of Economic Justice Australia in the exercise of their duties. ▪ Perform any other duties as directed by the Executive Officer/Principal Solicitor and/or Welfare Rights & Advocacy Service Board provided these additional duties do not conflict with the Award classification of the position or other duties as stipulated in this duty statement.
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