

# Bookkeeper/Accounts Officer Contract

## 1. The Context

### Wombat

Wombat Housing Support Services is one of the largest providers of housing and support services to people in the Western Metro Region. It is a community-based organisation managed by a Board.

The culture of Wombat is about:

- Integrating new programs and ideas
- Providing services that are accessible, transparent, fair & equitable
- Being sensitive to the needs of diverse cultural & language groups
- Recognising the right of all age groups to access appropriate services, including children, young people and older people
- Cross program service delivery
- Embracing and generating change that is positive
- Accountability, inquiry and reflection
- Hearing and accounting for different views
- A workforce representing diversity in experience, age and ability
- Valuing staff and encouraging wellbeing
- Providing a flexible and supportive work environment.

Wombat's existing services include:

- Support & Advocacy for social housing tenants
- Support programs for Department of Families, Fairness and Housing youth clients
- Transitional support services for Families, Single People and Youth
- Support program for young people on parole & Leaving Care.

Wombat is also the auspice for the Western Homelessness Networker.

## 2. The Position

The bookkeeper is responsible for the development and maintenance of systems (primarily using XERO) including:

- The general ledger module:
  - maintaining the chart of accounts;
  - recording journal entries;
  - providing monthly statement of financial performance and financial position;
  - providing reports for funding acquittal;
  - reconciliation of all accounts;
  - preparing business activity statements, end of year accruals and date file for audit purposes
- The cash book module:
  - recording payments and deposits and performing bank reconciliations
- The accounts receivable module:
  - billing and accounts receivable
- The accounts payable module:
  - recording liabilities and accounts payable
- The asset register:
  - recording particulars of each asset and asset disposal;

- running the depreciation schedule and reconciling the asset register against the balance sheet fixed assets accounts
- The payroll module (as back-up):
  - processing the payroll;
  - paying payroll liabilities;
  - administering superannuation and WorkCover;
  - maintaining employees' information and managing leave entitlements
- Reporting GST and PAYG on an accrual basis; preparing monthly/quarterly business activity statement
- Monthly review and payment of credit/debit cards and data entry of transactions
- Administration of various funding activities/streams and distribution of monthly detailed transaction reports
- Petty cash duties including processing claims from staff and reconciling petty cash floats
- Monthly reconciliation of the agency's major accounts such as Cabcharge & Linkt
- Assisting the annual audit as directed
- Filing Financial Records
- Other duties as directed.

### 3. Reporting and Accountability

- The position reports directly to the CEO
- Participation in regular Finance Meeting with CEO and senior management
- Liaison with organisation's accountant (as directed by CEO).

### 4. Skills and Experience

To be successful in this role you will have:

- Certificate IV in Bookkeeping and Accounting or Tertiary level finance qualification;
- Demonstrated experience in a general finance role within the NFP sector;
- Computer literacy in Microsoft Office suite inclusive of Excel spreadsheets and formulations;
- Solid skills in accounting software – XERO an advantage;
- Previous experience and working knowledge of accounts payable and receivable procedures;
- Strong written and verbal communication skills;
- Attention to detail, with the ability to maintain a high level of accuracy and integrity of data with preparing and entering financial information;
- Ability to work effectively in a team environment, with good time management skills;
- Well-developed interpersonal and communication skills, a professional manner and and well developed emotional intelligence.

### 5. The Conditions

The position is Part Time 8-10hours per week.

Job Title:	Bookkeeper/Accounts Officer
Salary:	Negotiable
Working Hours:	Hours of work flexible across the week
Position reports to:	Chief Executive Officer

Terms of contract: Initial contract is for a fixed term till end June 2023.

Appointment is subject to a satisfactory Police Check, Working with Children Check and evidence of the Right to Work in Australia (where applicable). If a candidate has resided overseas for more than one year in the preceding 10 years an International Police check will be required.

Wombat complies with all government directions and all employees must be vaccinated against COVID-19 in accordance with those directions.

## 6. The Application Process

### Key Selection Criteria

- Demonstrated extensive experience in, and a sound understanding of, administration and accounting practices and principles
- Minimum Certificate IV qualification in accounting/finance
- Experience in using XERO (payroll and accounts)
- Excellent computer skills in the Microsoft Office suite, including Excel, Word, and Outlook
- Experience/knowledge of payroll and salary packaging systems
- Demonstrated ability to work independently and show initiative in responding to competing needs and priorities
- Demonstrated ability to work and positively contribute as part of a team
- Ability to relate and respectfully work with a diverse range of people including service users of the Agency
- Current Drivers Licence

### Desirable

- Experience in the community/not for profit sector
- Experience in Microsoft SharePoint and Office 365.

Applications **addressing the Key Selection Criteria** & including the names and contact numbers of two referees from two separate organisations (including most recent employer) should be forwarded to:

Rebecca Cleaver  
Chief Executive Officer  
Wombat Housing Support Services  
PO BOX 1183  
Kensington 3031

or email [employment@wombat.org.au](mailto:employment@wombat.org.au)

Enquiries: Rebecca Cleaver [rebecca@wombat.org.au](mailto:rebecca@wombat.org.au) Ph: 8327 2222

Applications close: **9am on 06<sup>th</sup> January 2023**

\*Wombat reserves the right to contact relevant individuals who may not be listed as referees.

## 7. Wombat Code of Conduct

All workers are expected to perform their duties in a manner consistent with Wombat's Codes of Conduct (See Operating Manual 4.1):

### **Wombat Code of Conduct**

The Purpose of the Policy is to ensure Wombat is a professional, respectful, and supportive organisation

#### **Statement of Principle**

Wombat is committed to being a professional, respectful and supportive organisation that complies with all relevant legislation. To achieve this, everyone associated with Wombat is expected to respect the dignity, rights and views of others regardless of whether they are on the board, members of staff, students or volunteers.

#### **Code of Conduct**

To achieve the stated principle it is expected everyone associated with Wombat will act in a manner that includes:

- Listening to and seeking to understand different points of view (this does not necessarily mean agreeing with the point of view of others)
- Respecting diversity in all its forms. This includes respect of culture, gender, sexuality, experience, identity, and opinion
- Recognising that others are bound by obligations in their public duties
- Being courteous, sensitive, and honest in communications and being considerate to the needs of others
- Actively managing workplace conflict to create positive and constructive outcomes
- Working cooperatively and collaboratively with others to achieve common goals and a harmonious organisational environment and culture
- Supporting the personal and professional development of others
- Acknowledging the rights and responsibilities of others to report suspected misconduct.

Specifically relating to service users, Wombat has an expectation that its staff will conduct themselves in a professional manner, with due regard to the values and purposes of the organisation and with full cognisance of their duty of care for service users. The following code of conduct outlines Wombat's expectations of staff and will be provided to services users on a regular basis:

- Wombat staff will maintain a professional relationship with service users and will not allow the provision of support to develop or change into friendship.
- Workers will not, under any circumstances, disclose their home address or telephone number to service users or engage in social networking with service users via the internet.
- Workers will not divulge any personal information to a client. This includes information about their family, living arrangements, religious and political beliefs, and life experiences. Exceptions may be made when a worker believes some limited disclosure is professionally appropriate and has discussed this with their manager.
- Workers will not enter into non-work personal relationships, sexual relationships or financial dealing with service users

- Workers will not have contact with service users out of hours.
- Workers will avoid creating relationships of dependence
- Workers will not accept gifts from service-users. If for some reason (e.g. cultural sensitivity) it is not appropriate or possible to refuse a gift, staff should consult with their manager
- Wombat staff will not impose or seek to impose their personal values or beliefs on service users.

### **Code of Conduct When Working with Children**

As stated in the Wombat Board Governance Framework:

Wombat is committed to child safety and all children who receive a service from Wombat have a right to be safe and secure.

This includes:

- Children have the right to receive a service from Wombat
- Children have the right to be treated with dignity and respect
- Children should receive a service that is non-judgemental, culturally sensitive and developmentally appropriate
- The welfare of children will always be an organisational priority and there will be a zero tolerance to child abuse.

The following acceptable and unacceptable behaviours outline Wombat's expectations in relation to children.

#### **Acceptable behaviours:**

- adhering to Wombat's Working with Children Policy (SDPM Policy 9.1 – 9.6); and upholding Wombat's statement of commitment to child safety (see above) at all times.
- reporting and acting on any breaches of this Code of Conduct or breaches of the Child Safe Standards.
- taking all reasonable steps to protect children from abuse (this includes any physical, emotional, mental or sexual harm) and reporting any child safety concerns and any allegations of child abuse to management.
- working with children in an open and transparent way (for example a child's primary carer and the case management team should always know about the work you are doing with children)
- respecting the privacy of children and their families, and only disclosing information to people who have a need to know. (Except where there is a Duty of Care issue)
- listening and responding appropriately to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child.
- encouraging the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children.
- encouraging the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds.
- ensuring as far as practicable that staff are not alone with a child (except for staff in programs for under 18yo)
- modelling appropriate adult behaviour.

**Unacceptable behaviours:**

- Ignoring or disregarding any suspected or disclosed child abuse
- developing any 'special' relationships with children that could be seen as favouritism, e.g. through the provision of gifts or inappropriate attention.
- initiating or participating in any unnecessary physical contact with children or doing things of a personal nature that a child can do for themselves.
- engaging in open discussions of a mature or adult nature in the presence of children, (as practicable).
- using inappropriate language in the presence of children.
- using oppressive behaviour or prejudicial language with children.
- exchanging personal contact details such as phone number, social networking site or email addresses with children/ having online contact with a child.
- transporting a child without a parent or guardian present.
- having unauthorised contact with children and young people online or by phone.
- photographing or videoing a child without the consent of the parent/guardian.
- discriminating against any child on the basis of age, gender, race, culture, vulnerability, sexuality, ethnicity, or disability.

**Additional Considerations**

In addition to the above, no-one employed, engaged with or representing Wombat shall use or attempt to use the resources of the organisation for personal gain or for the personal gain of those who are ineligible to receive services.

Where necessary and with the approval of a manager, supervision and debriefing will be made available to staff who wish to discuss questions of their relationship with service users.

Where a Wombat staff member feels they cannot provide a service user with appropriate services due to a conflict of interest, philosophies, cultural beliefs or other norms, s/he will discuss the situation with the relevant manager or EO at the earliest opportunity, notwithstanding ordinary opportunities for debriefing and supervision.

A child is defined as anyone up to the age of 18 years.