



Bookkeeper – Position Description

Organisation: Moongala Women's Community House Inc.

Location: Moorleigh Community Village, 92 Bignell Rd, Bentleigh East VIC 3165

Hours: 4hrs per week | **Start Date:** January 2026

Reports To: Neighbourhood House Coordinators

Employer: Board of Governance, Moongala Women's Community House Inc.

Salary: SCHADS Award Level 4.3 / Neighbourhood House Collective Agreement 2016

About Moongala Women's Community House

Moongala Women's Community House Inc. is a not-for-profit, community-based organisation offering low-cost educational programs, social groups, and support services. Our philosophy of "*caring through sharing*" ensures all visitors feel welcome and valued.

For 45 years, we have supported women, families, and the local community in Bentleigh East and surrounding areas. Our programs foster connection, learning, and participation, helping many participants gain new skills, volunteer, pursue further study, and become active community members.

Our mission is to provide a welcoming, safe, and inclusive space that encourages participation and partnership in learning and living. We offer accessible and affordable courses and services designed to enrich lives regardless of age, ability, or background.

Our Centre is funded by DFFH (Neighbourhood House Coordination Program), the City of Glen Eira, grants, fundraising initiatives, and program revenue.

Purpose of the Position

The Bookkeeper will provide accurate, reliable, and continuously improving financial administration to support the Centre's services, programs, events and activities.

Key Selection Criteria

1. Demonstrated experience in bookkeeping and financial administration, including Accounts Payable, Accounts Receivable, payroll processing, and end-of-month reporting.
2. Proficiency in MYOB, with the ability to prepare Profit & Loss reports, manage budgets, and maintain accurate financial records.
3. Experience preparing and submitting BAS statements and a sound understanding of GST, PAYG, superannuation, and general payroll compliance requirements.
4. Ability to work both independently and collaboratively, including supporting House staff to carry out delegated tasks when required.
5. Strong organisational skills, with the ability to prioritise tasks, meet deadlines, and maintain efficient financial systems and procedures.
6. Well-developed communication and interpersonal skills, with the ability to engage respectfully with Board members, staff, volunteers, auditors, and community participants.
7. Intermediate computer skills, including Microsoft Office (Word, Excel), email, internet use, and document management.
8. Understanding of, or willingness to become familiar with, the philosophy, values, and aims of Moongala Women's Community House and the broader Neighbourhood House sector.
9. Commitment to confidentiality, accuracy, and ethical financial management, in line with accreditation and governance requirements.
10. Ability to meet compliance requirements, including maintaining a safe workspace and holding (or willingness to obtain) a current Police Check and Working with Children Check.

Application Process

Please submit your cover letter addressing the Key Selection Criteria and CV with two referees to:

Jude Rangitaawa

manager@moongala.org.au

Applications are reviewed on a rolling basis – apply as soon as possible.