



Role Description – Bookkeeper

Accountable to: Program Manager, Honorary Treasurer

Responsible for:

- Bookkeeping and BAS functions.
- Maintaining accounts to the balance sheet, including journal entries recording investment activities.
- Lodgment of annual franking credit refunds.
- Monthly and quarterly financial reporting.
- Assisting in annual audits.
- Reporting and minute-taking for quarterly Finance Committee meetings. These are held online on Mondays between 5.30pm and 7.30pm. Attendance is required.
- AGECS uses Xero accounting software.

Working location: Remotely (from own office premises or home).

Term: Contract. This is a paid position to be renewed annually.

Remuneration and Hours: 12 hours per month at \$80 – \$90 per hour excluding GST, including super, negotiable on experience. Program Manager and Honorary Treasurer are to receive a monthly invoice with a record of hours for itemised activities attached to the invoice.

Key Relationships: Program Manager, Honorary Treasurer, Council Executive, Engagement Coordinator.

Position Review

On commencement, a three-month probation period will apply. Thereafter the Program Manager and AGECS Executive members will review and update this Position Description annually or as required.

Specific responsibilities:

1. Book-keeping:

- Entering supplier invoices into Xero (including verifying supplier ABN and GST registration status)
- Entering payments and receipts from banks and PayPal
- Emailing/communicating any queries related to the accounts for the period
- Ensuring the correct integration of different business systems into the accounting record (e.g. HubDoc)
- Reconciliation of bank and credit card accounts
- Reporting monthly and quarterly financial reports
- Monthly journals and adjustments, including investment movements, and accruals
- Entering of share investments sales and purchases
- Super services for contractors
- Annual budget and variance tracking

- Participation in membership and Fellowship for Leadership and Change program processes as per Finance Manual
- 2. BAS Services:**
- Prepare and report on quarterly BAS
 - Email reports and declarations to Honorary Treasurer via electronic signature service e.g. DropboxSign, GovDocs
 - Lodgement of BAS upon receipt of signed authority from Honorary Treasurer
 - Quarterly GST reconciliation and relevant BAS adjustments
- 3. Banking services:**
- Accounts payable services (multi-signatory)
- 4. Liaison with the following organisations:**
- Australian Taxation Office (ATO)
 - Auditors
 - Banks (ANZ, PayPal, Westpac)
 - Evans & Partners (Stockbrokers)
 - Share registries
 - Australian Charities and Not-for-profits Commission (ACNC), as required
- 5. End of Financial Year:**
- Prepare end of year reports
 - Assistance with annual audit
- 6. General:**
- Assist with information to the Finance Committee
 - Ensure essential and required business records are maintained and stored in AGECS Sharepoint Finance folders
 - Monitor and action finance email accounts
 - Update Finance Manual and procedures as required
 - The Bookkeeper is not required to attend AGECS Council meetings, unless invited to do so. As this is a paid position, the Bookkeeper has no voting rights at meetings of AGECS Council, as per the AGECS Constitution
- 7. Person specification:**
- Tax Practitioner's Board registered BAS Agent
 - Accounting background preferred
 - Not for profit experience highly regarded
 - Respectful and professional communicator
 - The Bookkeeper, when supporting the AGECS mission and purpose, takes into consideration that all members are contributing time and expertise voluntarily. Council is also mindful of the scope and limitations of the hours provided for the bookkeeper. The aim is to promote calm and enjoyable relations while pursuing the purposes of AGECS.