



Position Description

Position: Accounts Officer
Reporting to: Finance Manager
Location: Pacific Epping
Date: February 2026

Organisational Context

Whittlesea Community Connections (WCC) is a place-based community agency that strives for the empowerment of individuals and groups in the local community who face disadvantage, isolation and obstacles to effective social and economic participation. WCC is committed to developing responsive approaches to meet the challenges posed by Whittlesea's changing and emerging communities. We have a clear role in advocating to services and government through direct services and policy input. Our services and programs are designed to respect and empower and are free, confidential and impartial. WCC is governed by a community based independent Board of Management. Refer to <http://www.whittleseacommunityconnections.org.au>

Position Rationale

The Accounts Officer will support the Finance Manager and carry out the day-to-day processing of Accounts Payable/Receivable & Reconciliations using MYOB Accountright, including accurate maintenance of accounts and associated records. The Accounts Officer will also perform other ad-hoc accounts tasks as directed by the Finance Manager.

Accountability

This position will be accountable to the Finance Manager through support and supervision. This position is subject to a six-month probationary period.

KEY DUTIES AND RESPONSIBILITIES

General Responsibilities

- Process accounts payable/receivable, staff reimbursements & petty cash transactions
- Raise invoices for grants and service-generated income
- Banking (cheques and donations)
- Liaison with internal and external customers regarding transactions and account information
- Reconciliation of weel & bank accounts
- Maintenance of the accounts payable and receivable records
- Coding of expenses across multiple cost centres
- Other duties as directed by Finance Manager

Key Selection Criteria

- Sound working knowledge and experience of accounts payable processing, including supplier account reconciliations and GST requirements
- Proven ability in the use of MYOB Accountright and Microsoft Word and Excel
- High standard of interpersonal skills including effective communication, verbal and written skills
- Sound numeracy skills
- Ability to work independently and take direction and build good working relationships with other

staff and Managers

- Demonstrated integrity, honesty and ability to maintain confidentiality
- Demonstrated ability to follow standard administrative policy and guidelines
- Proven ability to organise work, meet deadlines and show initiative
- Demonstrated positive attitude and a motivation to continue to provide excellent service to internal and external customers.

Salary and Conditions

- Conditions will be in accordance with the Social, Community, Home and Disability Services (SCHADS) Industry Award 2010
- This position is offered as a full-time position of 38 hours per week (5 days per week)
- WCC's tax exempt status allows generous additional tax benefits through salary packaging, which can significantly increase the net value of the remuneration
- The successful applicant will be required to have a current National Police Check and Working With Child Check
- Additional paid leave in the form of 1 day cultural leave and 2 days end of year shutdown leave.