

Part-time Accountant (with Xero experience)

at People For Wildlife



Cairns, Queensland 4870.



Part-time (8 hours / week)



Up to \$60 per hour (inclusive of superannuation), depending on experience

About People For Wildlife

People For Wildlife is a Cairns based conservation charity working with local people and landscapes around the world. We are a dedicated and passionate team committed to protecting biodiversity and supporting the environment, through scientific research, conservation land management, and the development of nature-based economic opportunities for Indigenous People and Local Communities.

About the role

As our organisation continues to grow, we are seeking a part-time CPA (Accountant) to support day-to-day financial administration and assist with financial reporting processes.

This is a hands-on role focused on maintaining accurate financial records in Xero, supporting payroll processing, and assisting with basic reporting to donors, funders, and our external accountant.

The role would suit a highly organised and self-sufficient administration or finance professional looking for flexible part-time work. This may suit someone returning to the workforce, semi-retired, studying, or balancing other commitments.

While the hours are flexible, we would prefer the successful applicant to work from our office rather than remotely.

There is opportunity for growth in the number of hours worked as the organisation continues to expand.

Applicants must hold a current C Class Driver Licence and have the right to work in Australia.

KEY RESPONSIBILITIES

- Ensure all financial transactions are accurately recorded and reconciled in Xero with sufficient detail including, invoices/receipts, tracking and coding
- Track income and expenditure by grant/funding source and program to ensure accurate acquittal reporting
- Prepare and export financial reports and statements from Xero as required
- Prepare financial reports for government agencies and other funders in their required formats
- Assist external accountant and auditors during the annual audit process
- Process payroll and file with ATO through Xero
- Assist with Xero superannuation processes, and leave tracking
- Liaise with the organisation's external accountant to ensure timely lodgement/payment of BAS, IAS, and other statutory returns with the ATO
- Payment of invoices
- Champion the effective use of Xero and identify opportunities to streamline processes
- Assist with general office administration as required

YOUR SKILLS & ATTRIBUTES

Essential skills

- Certified Practicing Accountant
- Advanced knowledge and experience using Xero accounting software.
- Previous bookkeeping and/or financial administration experience
- Advanced proficiency in Microsoft Excel, with strong working knowledge of Microsoft 365 applications including Outlook, Word, Teams and SharePoint
- Ability to work autonomously, and prioritise tasks effectively

Desirable

- Experience with grant acquittal and donor reporting
- Experience in a not-for-profit or community organisation

How to apply

Please submit the following via email:

1. A cover letter demonstrating your ability to fulfil the key responsibilities and requirements of the role.
2. A current resume or curriculum vitae.
3. Please provide contact details (name and phone number) of two referees.

Email: info@peopleforwildlife.org

Suitable applicants will be shortlisted and invited for an interview.

Deadline. 11.09.2026