



## FARE Position Description

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|--|---|-----------------------|----------------------|
| <b>Job Title</b>   | Bookkeeper  | <b>Location:</b>      | Canberra             |
| <b>Team</b>  | Operations team   | <b>Position Type:</b> | Part-time / Contract |
| <b>Reports to</b>  | Financial Controller  |                       |                      |
| <b>Direct reports</b>  | None  |                       |                      |
| <b>Primary job purpose</b>   |   |                       |                      |
| <p>The Bookkeeper will report to the Financial Controller and support the financial and accounting tasks of the organisation. This includes payroll and other accounting tasks, reporting, maintaining records and providing general administration support across the team as needed.</p>   |   |                       |                      |
| <b>Responsibilities</b>  |   |                       |                      |
| <ul style="list-style-type: none"> <li>Undertake accounting and bookkeeping tasks including accounts payable and accounts receivable, bank reconciliations, credit card reconciliations, preparing journals, maintaining files and records, creditors and debtors and data entry.</li> <li>Process fortnightly payroll including PAYG, superannuation and salary sacrifice arrangements.</li> <li>Prepare BAS and other reporting to the ATO.</li> <li>Contribute to the preparation of internal reports, reporting against the budget, reports for the Board and ACNC.</li> <li>Maintain a register of current insurances for the organisation and oversee the process of investigating insurance options and recommending insurance options.</li> <li>Maintain registers of current subscriptions, memberships and regular payments and liaise with the team to ensure these registers are up to date.</li> <li>Assist in the preparation of financial statements, budgets and cashflow forecasts.</li> <li>Assist with the internal and external audits, including liaising with the auditors and providing them with the required documentation.</li> <li>Provide support to other areas of the operations team as needed, including administration and office management functions.</li> <li>Work within the operations team and across the organisation to support the implementation of the FARE strategic plan.</li> <li>Apply the principles and practices of FARE and adhere to the organizational Values and Code of Conduct.</li> <li>Perform other duties as directed by the CEO and Financial Controller.</li> </ul> |   |                       |                      |
| <b>Capabilities</b>  |   |                       |                      |
| <b>Qualifications/ Experience</b>  | <ul style="list-style-type: none"> <li>Minimum of 2 years' experience in similar position.</li> <li>Strong experience in accurate processing of financial transactions including strong account analysis and effective reconciliation skills.</li> <li>Bookkeeping and accounts experience is desired, and a formal qualification would be of advantage however not essential.</li> </ul> |                       |                      |
| <b>Knowledge/ Skills</b>   | <ul style="list-style-type: none"> <li>Experience working with Microsoft Office Suite, including Microsoft Excel.</li> <li>Experience with online-based accounting package essential, Xero experience is desirable</li> <li>Strong written and verbal communication skills.</li> <li>A commitment to continual improvement.</li> </ul>  |                       |                      |



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|----------------------------|--|-------------------|------------------|
| <b>Personal Attributes</b> | <ul style="list-style-type: none"><li>• Team orientated, with strong relationship and interpersonal skills.</li><li>• Strong attention to detail.</li><li>• Demonstrated passion for building a values-based, high performing and effective team environment.</li><li>• Demonstrated commitment to continuing professional and personal development.</li></ul> |                   |                  |
| <b>Reviewed By:</b>        | Ayla Chorley   | <b>Date:</b>      | 5/8/2021         |
| <b>Approved By:</b>        | Ayla Chorley   | <b>Date:</b>      | 5/8/2021         |
| <b>Last Updated By:</b>    | Ayla Chorley   | <b>Date/Time:</b> | 5/08/2021 4.00pm |