



## **ROLE DESCRIPTION**

**Role Title:** Bookkeeper

**Reports to:** Director

## **PURPOSE OF THE ROLE**

To provide bookkeeping, payroll, corporate and specific financial advice to the director on all matters concerning the financials of the owners corporation.

## **KEY RESPONSIBILITIES**

1. Manage creditor and debtor invoicing, receipts and payments into appropriate accounting software.
2. Perform bank reconciliations on a specific timeline as directed and manage all banking duties required by the business.
3. Produce balance sheet, profit and loss and project summary reports as required by the director.
4. Follow up outstanding creditors, maintain records and provide reports as required.
5. Prepare BAS statements quarterly and ensure that all financial records are accurate and timely for end of financial year audits.
6. Assist accountants with preparation of Fringe benefits tax return, annual work cover statements and tax returns.
7. Assist with preparation of budgets and ensure that any discrepancies are reported immediately.
8. Assist with office projects from time to time – providing specific bookkeeping support, research and report writing etc.
9. Comply with general office policies, procedures and all legal requirements.
10. Undertake any other specific duties as required by the director.



“...the voice of the  
owners corporation industry...”

#### **EXPERIENCE REQUIRED / DESIRED**

- Approximately 3-5 years' clerical and bookkeeping experience with a service based company.
- CPA or CA accreditation or qualifications are not required but would be well considered.
- Experience with appropriate accounting packages and current knowledge of all legislation associated with the preparation and maintenance of organisational financials.

#### **KEY COMPETENCIES REQUIRED**

- **Organisational Skills** – Is able to prioritise and plan multiple activities and meet objectives within established timelines. Seeks out and finds better ways to do things
- **Customer Service** – Seeks to understand customer/client expectations and responds to their needs.
- **Communications** – Able to effectively communicate at all organisational levels and in any environment in both verbal and written form.
- **Listening** – Understands the meaning and the intent of the communication and responds accordingly.
- **Attention to Detail** – Owns the numbers, knows the numbers and their accuracy and completeness at all times.
- **Resilience** – “Stays the course”, is not put off by barriers but pursues the task to its logical end.
- **Integrity** – Maintains legal, social and organisational standards and values and honours commitments.

#### **ADDITIONAL REQUIREMENTS**

- Incumbents will be required to undergo a Police Check prior to appointment.