



Position Description

| | |
|---|------------------------------|
| Position title: | ABA Bookkeeper |
| Reports to: | Senior Manager Finance |
| Direct reports: | None |
| Hours | 1.0 FTE or 38 hours per week |
| SCHADS award role classification | Level 4 |
| Date Updated: | December 2024 |

About the Role

The position of Bookkeeper is responsible for the performance of the bookkeeping functions of ABA's National Support Office and branches. The role includes the maintenance and filing of all primary bookkeeping records, grant records, reporting and associated audit trails and supporting the Senior Manager Finance. In addition, the Bookkeeper is responsible for the end-to-end processing of fortnightly payroll and related inputs/outputs across ABA's National Support Office and state Branches.

Key Responsibilities

| | |
|---|--|
| Bookkeeping | <ul style="list-style-type: none"> • Manage ABA's accounts receivable and accounts payable. • Ensure that ABA's bank accounts are reconciled daily. • Assist with month-end and year-end financial close processes. • Assist in BAS preparation and PAYG Reconciliation. • Effectively manage unpaid sales invoices, monthly statements and bad debts. |
| Reporting and audit | <ul style="list-style-type: none"> • Support the Senior Manager Finance to provide quarterly reports to the ABA Board and monthly management accounts to all cost-centre managers. • Support the external audit process under the guidance of the Senior Manager Finance, working with ABA's auditor to provide annual consolidated financial statements in line with compliance requirements. • Support the Senior Manager Finance to ensure all statutory financial and reporting obligations are met for external funding sources. |
| Systems, processes and internal controls | <ul style="list-style-type: none"> • Support the maintenance and continuous improvement of appropriate systems and internal controls, including IT systems e.g. Approval Max, Xero, Square, eWay, Stripe. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Maintain ABA's asset register in Xero. |
| Budgeting & forecasting | <ul style="list-style-type: none"> • Support the Senior Manager Finance with the annual budget build process ahead of each new financial year and forecasting. |
| Payroll | <ul style="list-style-type: none"> • Efficiently process end-to-end fortnightly payroll and related inputs/outputs across ABA's National Support Office and state Branches. • Maintain precise and current employee payroll records in Xero. • Serve as the key point of contact for all payroll queries, providing timely and accurate resolutions to employee enquiries. |
| Volunteer support | <ul style="list-style-type: none"> • Resource and build the financial literacy and management capabilities of branch administration staff and region and group treasurers. • Support branches, regions and groups with meeting compliance requirements for grant funding. • Support branch, regions and groups ongoing banking needs. |
| Stakeholder communication | <ul style="list-style-type: none"> • Liaise with paid and volunteer teams on financial matters across ABA. • Liaise with ABA members, customers, creditors and debtors as appropriate. |
| Other organisational responsibilities | <ul style="list-style-type: none"> • Adhere to the Australian Breastfeeding Association's Code of Conduct. • Take responsibility for reaching key performance indicators, develop and share best practice ideas, and assist and support other team members to reach their individual and team goals where applicable. • Various projects and initiatives as needed to achieve organisational goals and objectives. • Work as a cooperative team member and contribute to a motivating environment. • Participate in staff review and development programs. |

Success Profile

| | |
|-----------------------|---|
| Qualifications | <p>Required</p> <ul style="list-style-type: none"> • Year 12 or equivalent • Diploma in Accounting studies with relevant experience, or; • Certificate IV in Accounting/ Bookkeeping studies with substantial experience |
| Experience | <p>Required</p> <ul style="list-style-type: none"> • Minimum of 3-5 years relevant experience in a similar role. • Experience in processing payroll for multiple entities from beginning to end. <p>Highly Desired</p> <ul style="list-style-type: none"> • Experience in the not-for-profit sector. |
| Knowledge | <p>Required</p> <ul style="list-style-type: none"> • Good working knowledge of financial standards and tax issues relating to companies and charities. |

| | |
|---------------|--|
| Skills | <p>Required</p> <ul style="list-style-type: none"> • Excellent communication, collaboration and teamwork skills. • Excellent time management, coordination, and prioritisation skills. • Strong attention to detail to ensure accurate and error-free processing • Flexibility to adapt to changes in processes, systems, and regulations. |
|---------------|--|

It should be noted that Position Descriptions are under constant review and may be changed at any time.

Revision history

| Revision | Date | Description of modifications |
|----------|---------------|--------------------------------|
| V1 | December 2024 | New role – approved by EO |
| V1.1 | December 2024 | Minor changes – approved by EO |