

Position Description

Position Title	Bookkeeper
Reports to	Head of Business Operations
Location	Role can be based anywhere in Australia
Capacity	0.8 FTE

ORGANISATION

For over ten years Collaboration for Impact (CFI) has been one of Australia's leading organisations for supporting people to establish and deepen collaborations for systemic change. Our vision is for an equitable and inclusive society where people, place and planet thrive.

We work to strengthen how social change happens by:

- Working with partner initiatives to learn and demonstrate how systems are transforming with communities at the centre.
- Creating opportunities for greater connectivity, learning and collective action across the systems change field.
- Influencing how organisations and networks resource and adopt the practice of systems change on issues of national importance.

ROLE PURPOSE

Implementation and continual improvement of the financial accounting processes, compliance responsibilities of CFI, ensuring that the finance function is operating as efficiently and effectively as possible.

ACCOUNTABILITIES

Weekly Accounts Processing

Oversee, manage and process the CFI Supplier Invoices and Payments, Client Invoicing and Payments, Payroll and Bank Reconciliations ensuring that transactions have the appropriate approval and are processed correctly in the accounting software. Monitor cashflow weekly, following up outstanding debtors and arranging bank transfers when required.

Monthly Processing

Manage the financial record keeping requirements ensuring that bookkeeping is up to date and accurate to comply with the appropriate regulations and laws. Process end of month journals and maintain associated balance sheet reconciliations. Manage the end of month process in a timely manner to support the production of monthly financial reports.

Financial Budgeting and Reporting

Contribute to annual budgeting, regular forecasting and preparation of project, business unit and organisational financial reports to ensure reliability of data and compliance.

Auditing

Ensure appropriate access and cooperation with auditors to meet audit timetable and implement any recommendations.

Systems

Identify opportunities and make recommendations to create efficiencies in financial systems and implement changes to ensure CFI can deliver on its obligations and priorities.

Compliance

Oversee and complete external compliance obligations including ACNC financial reporting for two entities, DGR reporting, BAS, FBT returns, and PAYG, Payroll tax, and superannuation payments, Work Cover reporting/monitoring to ensure CFI are complying to the appropriate regulations.

KEY PERFORMANCE INDICATORS

- Timely and accurate payments
- Cashflow
- Accurate record keeping
- Compliance obligations met

KEY RELATIONSHIPS

- Head of Business Operations
- Practice Manager
- Practice Coordinator

QUALIFICATIONS

- Relevant tertiary qualifications and/or equivalent demonstrated 5+ years' experience in a similar role.

EXPERIENCE

- Highly advanced numeracy and analytical skills attention to detail and accuracy.
- Demonstrated experience in managing payroll in an organisation with up to 20 employees.
- Proven experience in establishing business requirements, reviewing system products and integrations, recommending solutions and implementing financial system change with an eye for detail in data migration and engagement in change management. Super user capability with excel and financial software as a service.
- Demonstrated ability to drive process improvement in a fast moving organisation whilst managing multiple priorities in the organisation.
- Ability to work efficiently and effectively remotely using a range of online software, contributing to and following policy and processes that embed CFI vision and values.
- Personal commitment to the purpose and principles of a for-purpose organisation; a strong sense of accountability demonstrated in self and team organising; and passion to role model reflective practice and learning as a foundation of innovation, collaboration and impact.
- Experience working in a virtual team and independently.
- Experience in Xero is desirable.