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# STATEMENT OF RECRUITMENT MATTERS

## FOR THE PART TIME POSITION OF

# Accounts Officer

**APPLICATIONS CLOSE:**
**4:00pm, Friday August 10 2018**

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## 1) INTRODUCTION AND APPLICATION DETAILS

**Part Time Accounts Officer - 6 hours per week**

The Boyup Brook Community Resource Centre is part of a state-wide network of Community Resource Centres servicing regional Western Australia.

Further information on the Boyup Brook Community Resource Centre can be found on the following website: www.boyupbrook.crc.net.au

In submitting an application for this position, please provide a response to each of the points in the 'Selection Criteria' section on page 5, any supporting documents, including copies of qualifications, and a copy of your Curriculum Vitae.

Written applications must be submitted to the Manager, Boyup Brook Community Resource Centre by post or hand delivered to 86 Abel Street, Boyup Brook 6244 or by emailing boyupbrook@crc.net.au by **4:00pm Friday, August 10 2018.**

## 2) ADVERTISEMENT

# POSITION VACANT

# Accounts Officer
# Part time (6 hours per week)

The Boyup Brook Community Resource Centre (BBCRC) has a part time position available for the role of Accounts Officer.

The applicant must be a highly motivated, professional person who has skills and experience in book keeping, payroll and financial accounting software.

Interested persons can obtain a Statement of Recruitment Matters by contacting BBCRC Manager, Jodi Nield on 9765 1169 on the website www.boyupbrook.crc.net.au.

Written applications addressing the selection criteria must be submitted to the Manager, Boyup Brook Community Resource Centre by post or hand delivered to 86 Abel Street, Boyup Brook 6244 or by emailing boyupbrook@crc.net.au by 4:00pm Friday, August 10 2018.

## 3) JOB DESCRIPTION: Accounts Officer

### WORKPLACE:
The Accounts Officer will be based at the Boyup Brook Community Resource Centre located at 86 Abel Street, Boyup Brook.

### RESPONSIBLE TO:
The Accounts Officer will be responsible to the CRC Manager.

### TYPE OF EMPLOYMENT:
Part-time (6 hours per week)

### DUTIES:
Work with the Manager to:

1. Maintain the CRC's physical and electronic financial records using appropriate accounting software (currently Xero), including accounts receivable and accounts payable functions and payroll.
2. Work collaboratively with other CRC staff in using accounting software
3. Prepare and deposit weekly cash banking
4. Process fortnightly wages
5. Pay accounts as requested by Manager
6. Prepare monthly invoices as requested by Manager
7. Perform monthly bank reconciliations
8. Prepare monthly reports as requested by Manager
9. Prepare superannuation and GST return quarterly
10. Maintain asset register
11. Assist with preparation for annual audit of CRC accounts
12. Undertake tasks as directed by the Manager, which will benefit the CRC.

## SELECTION CRITERIA

## SKILLS AND EXPERIENCE REQUIRED

### Essential:

- Demonstrated understanding of financial/accounting systems and software, including payroll.
- Excellent interpersonal and communication skills (written and verbal)
- Excellent time management skills
- Demonstrated ability to work independently and unsupervised
- Demonstrated ability to work within a small dynamic team
- Sound practical knowledge and skills in the use of information technology, including competence in the Microsoft suite of office programs and use of the internet.
- Enthusiasm to contribute to maintaining a lively and innovative work place and contribute to creating new opportunities for the community

### Desirable:

- Completion of Year 12 or equivalent secondary schooling, or relevant qualifications
- Demonstrated understanding of regional communities
- Experience in the banking sector

## 4) RECRUITMENT TIMETABLE

| DATE | ACTION |
|---|---|
| 27/07/18 | Advertising commences |
| 10/08/18 | Closing date for applications (4:00pm) |
| Week commencing 13/08/18 | Short listed applicant's interviews |
| | Position commences ASAP (if possible) |

## 5) WAGES & OTHER BENEFITS

**WAGES:**
Wages are negotiable depending on qualifications and experience, however will be paid in accordance with the *Social, Community, Home Care and Disability Services Industry Award 2010* and subsequent amendments to this Act as made from time to time. Please refer to the award for the full details of your conditions of employment.

**HOURS OF WORK:**
6 hours per week - Day and time negotiable

**PAYMENT OF WAGES:**
Wages are paid fortnightly by direct bank lodgement to the bank account of your choice.

**UNIFORM:**
A uniform will be provided for the successful applicant, plus associated uniform allowance.

**SUPERANNUATION**:
9.5% of the employee's wages will be contributed to a superannuation scheme under the requirements of the National Superannuation Guarantee Legislation.

**TRAVEL ALLOWANCE:**
For all pre-approved training related travel, an allowance of $0.78/km will be paid in accordance with the Award.

**DURATION OF POSITION:**
The position is contracted 12 months with extension dependent on performance and funding.

**OTHER CONDITIONS OF EMPLOYMENT:**
A one month performance review of the Accounts Officer will be conducted by the CRC Manager. Other performance reviews during the contracted period will be conducted at the discretion of the Manager.

**FURTHER INFORMATION:**
For further information about the position, please contact:

Jodi Nield, Manager, Boyup Brook Community Resource Centre
Phone: 9765 1169
Email: boyupbrook@crc.net.au