

## COMMUNITY LEGAL CENTRES NSW POSITION DESCRIPTION

### Senior Bookkeeper

Position Title:	Senior Bookkeeper
Status:	Fixed term 12 months
Hours per week:	Part time
Salary:	Grade 4, Level 1, CLCNSW Enterprise Agreement \$82,259.67 p.a. pro rata
Accountable to:	Manager, CLCNSW Financial Service
Date position reviewed:	October 2022

### Description

The role of the Senior Bookkeeper is to support the Manager of the CLCNSW Financial Service in the provision of bookkeeping and accounting services to subscribers of the service.

### Organisation Profile

Community Legal Centres NSW is the peak representative body for 41 community legal centres in NSW. Our team supports, represents and advocates for our members and the legal assistance sector more broadly, with the aim of increasing access to justice for people in NSW.

Community legal centres are independent, non-government organisations that provide free legal services to people and communities, at times when that help is needed most, and particularly to people facing economic hardship and discrimination.

Community Legal Centres NSW represents our members' views to the government and broader community, advocates on key law reform and policy issues, and supports community legal centres to improve the quality of services they provide. For more information see [www.clcnsw.org.au](http://www.clcnsw.org.au).

The Community Legal Centres NSW office is located in Surry Hills. There are 14-18 other staff members, many part-time, and a small team of volunteers and student interns. Staff salaries and conditions are covered by the Community Legal Centres NSW Enterprise Agreement, which pays above-award wages and provides leave entitlements, including additional paid leave over the Christmas/New Year period, above award requirements. Salary packaging is available, which may increase take-home pay.

We offer a flexible, friendly, supportive workplace.

<b>Key duties and accountabilities</b>	
<b>Bookkeeping</b>	<p>For subscribing organisations:</p> <ul style="list-style-type: none"> <li>• Process Accounts Payable and Receivable.</li> <li>• Bank reconciliations.</li> <li>• Monitor income and expenditure.</li> <li>• Process manual journals as required.</li> <li>• Monitor staff credit card use in accordance with the subscribers' relevant policies and procedures.</li> </ul>
<b>Payroll</b>	<p>For subscribing organisations:</p> <ul style="list-style-type: none"> <li>• Process payroll and ensure it is approved by authorised staff.</li> <li>• Maintain relevant employee records in a confidential manner.</li> <li>• Assist in the preparation of payroll related payments, including wages, salary package payments, tax, superannuation, union fees.</li> <li>• Maintain records of staff salary package arrangements.</li> <li>• Monitor sacrifice arrangements against ATO FBT exemption capping thresholds.</li> <li>• Maintain records for staff leave and provide to management as required.</li> </ul>
<b>Reporting</b>	<p>For all subscribing organisations:</p> <ul style="list-style-type: none"> <li>• Assist in the preparation of budgets.</li> <li>• Assist in the preparation of monthly, quarterly and annual financial reports to Boards/Management Committees.</li> <li>• Assist in the preparation of reports and acquittals for funding bodies.</li> <li>• Assist in the preparation of reports and accounts for financial year audits.</li> </ul> <p>For subscribing organisations assigned to you:</p> <ul style="list-style-type: none"> <li>• Preparation of budgets.</li> <li>• Preparation of monthly, quarterly and annual financial reports to Boards/Management Committees.</li> <li>• Preparation of reports and acquittals for funding bodies.</li> <li>• Preparations of reports and accounts for financial year audits and manage the audit process.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Administrative support to CLCNSW Financial Service.</li> <li>• Answering enquiries from subscribers.</li> <li>• Filing and archiving financial records and documents.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with CLCNSW staff on other projects.</li> </ul>

	<ul style="list-style-type: none"> <li>• Other duties as directed from time to time by the Manager, CLCNSW Financial Service or Executive Director of CLCNSW.</li> <li>• Participate in Community Legal Centres NSW activities such as staff meetings and Quarterly sector meetings.</li> </ul>
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### Selection Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Strong understanding of accounting principles</li> <li>• Demonstrated high level organisation skills, including strong time management skills, ability to prioritise work and attention to detail.</li> <li>• Demonstrated ability to self-manage and apply a proactive, 'can do' attitude.</li> <li>• Demonstrated accuracy and efficiency in processing.</li> <li>• Proficiency in Xero and MYOB.</li> <li>• Computer literacy in Microsoft Office – Word and Excel.</li> <li>• Demonstrated ability to prepare budgets and management reports.</li> <li>• Experience in job accounting.</li> <li>• Strong verbal and written communications skills.</li> <li>• Commitment to working cooperatively and respectfully with Aboriginal and Torres Strait Islander people and organisations.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience working in the not-for-profit sector.</li> <li>• Experience preparing management reports for non-profit Boards.</li> <li>• Experience managing and reporting salary packaging.</li> <li>• Experience working with multiple clients.</li> <li>• Experience in a Mac environment.</li> </ul>

### Accountability and Responsibilities

- The Bookkeeper is directly accountable to the Manager, CLCNSW Financial Service and will take part in regular supervision, staff appraisals and professional development.
- All staff members are ultimately accountable to the Board.

### Personal Attributes

- Highly organised and methodical.
- Professional, approachable and proactive working style – a 'can do' attitude.

### Respect for diversity

- Commitment to working cooperatively and respectfully with First Nations peoples and organisations and to being guided by their vision, experiences, perspectives and expertise, and with people from diverse cultural, linguistic and educational backgrounds.