

POSITION DESCRIPTION

Position Title	Bookkeeper
Reports to	Living & Learning Pakenham Board of Governance, Treasurer and CEO
Internal Liaisons	Executive Staff, Administration Staff, Trainers
Position Grade	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2010 – 3A - Level 6
Work Hours	15 hours per week Living & Learning Pakenham offers flexible working hours We offer Salary Packing and Deductable Gift Receipts (DRG)
Tenure	Permanent Part time
Mandatory Requirements	<ul style="list-style-type: none"> A Police Record Check (including proof of identity) completed no longer than 12 months ago. An international police check is required for applicants who have lived overseas for 12 months or longer in one country in the last 10 years. A valid working with children's check card (or ability to obtain prior to or upon commencement) and must update details to include LLP via the MyCheck account.
Organisational Details	
<p>Living & Learning Pakenham Inc. (LLP) is a Learn Local Community College and Neighbourhood House providing opportunities to all Cardinia residents to participate in adult education and employability skill development, arts, culture and wellbeing opportunities.</p> <p>The vision of Living & Learning Pakenham Inc is to have active and thriving programs to empower our clients through the provision of high-quality education, social support, community connectedness and enhanced employment opportunities.</p> <p>LLP receives regular funding from the Victorian Department of Health and Human Services, Cardinia Shire Council, Department of Education and Early Childhood Development. Specific projects are funded from other sources on a project-by-project basis with detailed mandatory reporting, including financial reporting, a requirement.</p>	
Organisational Values	
<p>Our Vision A healthy and connected community that thrives on a foundation of justice, equality and social inclusion</p> <p>Our Mission</p> <ul style="list-style-type: none"> Alleviate disadvantage within 'at risk' communities Proactively respond to identified need, by designing and implementing projects and programs that deliver skills and resources to enable full and effective participation in society 	

- To empower the marginalised and vulnerable in our community by providing highest quality education, support, employability skills and community connection
- Be the preeminent provider in Cardinia Shire of services enabling participation regardless of cultural, socio-economic or educational background

Our Core Purposes

Environment

- A safe and welcoming environment to all who enter the building
- Ensure that children who are present or are involved in any way with our programs are safe and their wellbeing assured

Provision

- Evidence based response to community needs
- Services with learning and development outcomes to enhance the opportunities of disadvantaged individuals and groups, including the long-term unemployed
- Education and programs for people from migrant and refugee backgrounds or those seeking asylum
- Computer literacy programs for essential participation in the digital world with an emphasis on the long-term unemployed, the aged, isolated community members or people with a disability. Public access to free internet
- Education and activities to support young people facing barriers to employment and work experience
- Community garden and social enterprise seedling nursery

Relationships and Partnerships

- Relationships and partnerships with all levels of government and community groups
- Pursue new opportunities to alleviate disadvantage and target those 'at risk' in our community
- A range of services and programs which will enable access to employment and the achievement of high levels of social connectedness
- Diversity at its best. Projects and programs that foster wellness and social connectedness, justice, equity and social harmony

Our Values

RESPECT - We approach everything we do with integrity and respect for the dignity of every individual

SOCIAL JUSTICE - We recognise and support the rights of all community members to participate fully in society

INCLUSION - We prioritise culturally safe and inclusive practices

DIVERSITY - We celebrate difference and acknowledge all community member as equals

EQUITY - We acknowledge systemic discrimination exists and support equal access

Statement of Commitment to Child Safety

LLP promotes participation and inclusion in a caring, supportive environment contributing to the social, cultural development and wellbeing of individuals and the community.

Living and Learning Inc., Pakenham is committed to the safety and wellbeing of children and young people. This commitment is at the centre of everything we do and the decisions we make.

LLP has zero tolerance for any forms of abuse perpetrated against children.

In all its forms of service delivery LLP is committed to providing a safe environment where all people, including children and young people, are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention is paid to the cultural safety of Aboriginal people, including Aboriginal children and people of culturally and/or linguistically diverse backgrounds, including children from culturally and/or linguistically diverse backgrounds, as well as the safety of people with a disability, including children with a disability.

Every person involved in LLP has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all people, including children and young people, is at the forefront of all they do and every decision they make.

Overall Responsibilities

Reporting to the LLP CEO and the Finance Subcommittee, the LLP Finance Officer will be responsible for ensuring the completion of all recurrent bookkeeping and financial management activity including payroll, administration, banking, accounts payable and invoicing for revenue transactions to enable the production of monthly reports and regular reports for compliance purposes using Xero.

Using their understanding of the day-to-day transactions the person will analyse the current administration and financial management activities within LLP, recommend changes that will assist in improving the efficiency and quality of bookkeeping activities and then manage the implementation of such changes ensuring all processes are appropriately documented and understood by relevant LLP staff, Board members and volunteers.

The person will assist the LLP CEO and Board of Governance in determining an appropriate model for the delivery of the financial management function within LLP, development and monitoring of budgets and in the preparation of other finance related analyses.

Key Performance Areas

The key duties and tasks that the incumbent may be involved in are:

- Accounts receivable and payable processing
- Bank and credit card reconciliations
- Petty cash reconciliation, monitor salary packaging and deductible gift receipts
- Preparation of GST, PAYG, PLSL and superannuation returns
- Depreciation of assets and asset register maintenance
- Guide staff on the correct application of accounting policies and use of Xero
- Contribute to the improvement and documentation of the finance function
- Completion of month end and monthly reporting
- Assist in the preparation of annual budgets and interim forecasts
- Assist the Treasurer and CEO during the annual audit process
- General support for the CEO
- Other duties that may come up from time to time to ensure the smooth operation of LLP

Networking

- Establish relationships with key project partners and participants
- Attend relevant network meetings
- Promote Living & Learning Pakenham Inc. to external stakeholders

Occupational Health and Safety
<ul style="list-style-type: none"> • Create, always maintain and foster a safe work environment • Be familiar with the LLP evacuation procedure • Report any hazards to the office staff • Report any accident/ incident to the CEO/office staff
Risk Management
<ul style="list-style-type: none"> • Be familiar with Living Learning Pakenham Risk Management Policy • Report any incidents that pose a risk to students, staff or visitors to the centre • Report any damage to property to the Office • Be familiar with Living Learning Pakenham's privacy policy • Be familiar with the centres locking up procedure
Qualifications and Experience
<ul style="list-style-type: none"> • Highly developed skills in computerised accounting program Xero • Knowledge of generally accepted accounting principles • Experience in accounts payable and accounts receivables • Experience in administration of employee benefits, payroll systems and reporting • Experience in the preparation of financial reports • An understanding of relevant legislation, regulations, policies and procedures
Key Selection Criteria
<ul style="list-style-type: none"> • Highly developed bookkeeping skills using Xero • Well-developed communication skills, including written, verbal & electronic • Ability to problem-solve, improvise and innovate • Experience in working in a community-based organisation is desirable • Willingness to seek assistance where needed • Computer skills, including the ability to use Xero and Excel at a highly proficient level • Time management skills

Signed in acknowledgement of receipt:

Date: