



Accounts & Operations Assistant | Position Description

Employment Type: Part time - up to 30 hours per week
Term: Fixed Term 12 months
Location: Box Hill, Victoria
Reports to: Susi Hammond, CFOO

About the Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes. The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

We do this in three ways:



Building an evidence base: We conduct and foster research that provides an evidence based for policy and practice change.

Creating a movement: We support people with disability to tell their story to raise awareness and keep the issue on the political and public agenda.

Housing: We establish, evaluate and document demonstration projects in order to encourage others to replicate these projects to increase the range and number of housing and support options for people with disability.

What policy change do we want?

There are four key areas that must be addressed to resolve the issue of young people in nursing homes in Australia.

1. Ensure that young people in residential aged care get access to the National Disability Insurance Scheme (NDIS)

2. Prevent new admissions to residential aged care facilities
3. Increase the range and scale of housing
4. Developing and maintaining a model of support that treats people with disability with dignity and respect, and fosters independence and community inclusion.

About the Position

Reporting to the Chief Financial and Operations Officer (CFOO), the position requires a commitment of up to 4 days per week (or equivalent hours). The days may be negotiable, however must fit in with the needs of the office.

The position will play an integral role in the Operations department of the organisation, with a strong emphasis on providing effective and efficient bookkeeping. It will be responsible for assisting with the day to day transactional activities & proactively assisting with the administration of the office requirements, facilities and staff amenities.

Responsibilities & Duties

The key areas of responsibility of the position are outlined below:

Assistant Accountant Functions

- General
 - bookkeeping duties including maintaining petty cash, banking cheques, processing receipts and invoices
 - regular filing of financial records & documentation
- Accounts Payable / Receivable
 - Day to day processing of accounts to ensure accurate and timely recording of invoices, credit notes, employee reimbursements, EFT & cheque payments, credit card statements and petty cash
 - Maintain customer/supplier records
 - Review general ledger coding of invoices
- Asset Register
 - Maintain and update Asset Register (excel)
 - Process monthly depreciation
 - Reconcile asset register balances to general ledger
- Month End Process
 - Bank reconciliations

- Process standing journals and month end adjustments
- Reconcile all Balance Sheet Accounts
- Prepare reports to budget and check for unexplained variances
- Payroll
 - Maintain and update payroll records
 - Prepare monthly payroll run
 - Report on leave entitlement balances
 - Prepare PAYG Summaries at year end
 - Ensure all Salary Sacrifice obligations are met
 - Ensure all superannuation liabilities are paid quarterly
 - Crimcheck administrator (Police Check administration software). Ensure all staff are police checked , and maintain a system providing information as such.
 - Assist with the Induction of new staff
- Other
 - Assist in the preparation of information to be used in the development of budgets & funding/grant submissions.
 - Assist in the preparation of funding acquittals
 - Prepare BAS / IAS reconciliations

Office Management

- IT Support including
 - Desktop support using presentation infrastructure ie. Apple TV, projector
 - Email set up and auto reply functions
- Maintain Registers for:
 - Keys
 - IT Equipment
 - Insurance
 - Software Licences
 - Passwords
 - Assets (as above)
 - Publications
 - Archiving

- Office Supplies, Facilities & Utilities
 - Maintain adequate supplies of stationary and general office supplies
 - Manage utilities and services function including cleaning service, power, body corporate, phones, air-conditioning, including organising repairs & maintenance
- Process orders received via website for publications and maintain stock levels
- Manage distribution of Cabcharge vouchers and administration of account.
- Perform errands that assist daily functions, such as post office, bank, milk purchase.
- Work alongside the Operations Coordinator to ensure smooth running of the office
- Perform other tasks as identified by the CFOO

Skills/Capabilities

- Essential experience with bookkeeping software Xero
- Experience managing financial reporting and record keeping
- Experience in the month end process
- Understanding of accounting principles and compliance issues
- Working in an office environment, carrying out administrative tasks
- Reliable & discreet
- Self directed, highly motivated
- Computer literate, including familiarity with Microsoft Word, Excel, and other commonly used software programs
- IT literate, including familiarity with Mac and Apple products
- Good organisational skills
- Be a good multi tasker
- Good communication and people skills

Application Process

Please submit your written application together with your resume no later than 5pm, 22nd January 2015 to:

Susi Hammond
 Chief Finance and Operations Officer
susi.hammond@summerfoundation.org.au

OR

Alternatively via post to:

Summer Foundation

PO Box 208

Blackburn VIC 3130