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## Position Description

### Bookkeeper and Administration Support Officer

POSITION SPECIFIC INFORMATION	
<b>Reports to</b>	Passionist Community Leader (Father Kevin Hennessy CP)  Administration and Conference Centre Manager (on a day-to-day basis)
<b>Position Type</b>	Part-time – 3 days/22 hours per week Flexible hours (days and start/finish times)
<b>Salary Package</b>	Commensurate with experience
<b>Liaises with</b>	Passionist Community Leader  Administration and Conference Centre Manager  Province Business Manager (Marrickville, NSW)
<b>Based at</b>	Holy Cross Centre, Templestowe, Victoria

### Holy Cross Centre

Holy Cross Centre in Templestowe is home to the Passionist community of 14 men and students. The Passionists are a Catholic and international religious congregation engaged as active contemplatives in a diverse range of pastoral ministries.

Set in expansive and serene gardens, the Centre offers diverse meeting spaces and facilities for conferences, seminars, group development and retreats. It provides accommodation for up to 80 people, conference rooms of varied sizes, a large chapel and a smaller meditation chapel, and a dining room that comfortably seats up to 100 people.

### Role Overview

The Bookkeeper and Administration Support Officer manages creditor and debtor systems and tasks for both the Holy Cross Centre and the Passionist community. The tasks include but are not limited to creditor and debtor invoicing and payments, BAS processing, banking transactions, account reconciliations and general finance duties.

The accounting system is maintained on the Reckon cloud-based software system. Experience using Reckon or similar accounting software is essential.

The role reports on a day-to-day basis to the Administration and Conference Centre Manager and also requires ad hoc office administration support.

The Centre upholds a unique spiritual quality and ambience that reflects the Passionist traditions and values. The Bookkeeper and Administration Support Officer will be required to support this culture and to enact a model of service delivery that is consistent with the values of the Passionists.

## Role Responsibilities

<b>Accounts Receivable</b>	<ul style="list-style-type: none"> <li>• Manage all invoicing and receipting of debtors</li> <li>• Ensure the timely distribution of debtor statements</li> <li>• Monitor and ensure payment of overdue invoices</li> <li>• Maintain accurate records of collection activities</li> </ul>
<b>Accounts Payable</b>	<p>Process all invoices received for payment, including:</p> <ul style="list-style-type: none"> <li>• reconciling invoices against purchase orders</li> <li>• forwarding invoices to relevant people for payment approval</li> <li>• reconciling invoices to monthly statements and following up where appropriate</li> </ul>
<b>Banking</b>	<ul style="list-style-type: none"> <li>• Process direct deposits and entries on a weekly basis</li> <li>• Monitor bank balances to ensure adequate cash flow</li> <li>• Maintain and monitor credit card accounts</li> <li>• Perform bank reconciliations on specified timelines</li> <li>• Provide clear timely explanations/reports to relevant personnel of issues arising</li> </ul>
<b>Financial Control and Reporting</b>	<ul style="list-style-type: none"> <li>• Develop and monitor annual budgets for both the Conference Centre and the Passionist Community</li> <li>• Review all income and expenses on a monthly basis for correct GST allocation</li> <li>• Reconcile all accounts on a monthly basis and include adjustments as required</li> <li>• Prepare quarterly BAS statements</li> <li>• Ensure that all financial records are accurate and timely for end of financial year audits</li> <li>• Prepare status reports as requested by the Conference Centre Manager and/or the Community Leader on matters pertaining to cash flows, budget performance, creditor and debtor status and accounts information/trends</li> <li>• Monitor and actively manage aged accounts</li> <li>• Prepare reports and finance statements for the Province Business Manager as requested</li> <li>• Manage and ensure compliance with taxation and corporate reporting regulations</li> </ul>
<b>Office and Administration Support</b>	<p>Provide assistance and back-up support to the Administration and Conference Centre Manager in tasks that might include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• assisting with front office enquiries, reception of visitors and phone calls</li> <li>• fostering relationships with clients, families, volunteers and other stakeholders who support the Passionist community</li> </ul>

	<ul style="list-style-type: none"> <li>• ordering hospitality and kitchen supplies, office supplies and other consumables</li> <li>• liaising with contractors and sub-contractors performing maintenance, repair, cleaning, catering or construction tasks</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Ensure adherence to the correct health and safety measures and standards for the Front Office, Conference Centre and the Community Residence</li> <li>• Participate in training regarding health and safety procedures</li> </ul>

No position description can be entirely comprehensive. The Bookkeeper and Administration Support Officer will be expected to carry out other duties from time to time that are broadly consistent with the role.

### Conditions of Employment

1. The position is part-time – approximately 3 days (22 hours) a week. Flexibility exists for the successful applicant to negotiate preferred days and daily start/finishing times and to periodically change set working days.
2. A salary will be negotiated that is commensurate with the successful applicant's experience and qualifications.
3. A 6-month probationary period will apply upon commencement, with a review process at that point.
4. The Bookkeeper and Administration Support Officer will provide evidence of a successful National Police Record Check and a Working with Children Check.
5. The Bookkeeper and Administration Support Officer will be expected to engage in an annual performance appraisal facilitated by the Administration and Conference Centre Manager and the Community Leader.

### Key Selection Criteria

The successful candidate will attest to:

1. A willingness to grow in understanding of the Passionist values and spiritual traditions and to enact a model of service delivery that is consistent with these influences
2. Successful experience in bookkeeping and creditor/debtor management
3. High-level knowledge of generally accepted accounting principles, procedures and regulatory requirements
4. Experience in establishing and managing budgets
5. Proficiency in using accounting software (Reckon would be preferable, otherwise experience with other accounting software such as QuickBooks, Xero or MYOB)
6. Proficiency In working with Microsoft Word, Excel and other Microsoft Office programs
7. Good knowledge of database management and skills in financial data analysis
8. Strong communication and relationship building skills.