



JOB DESCRIPTION

Trainee Bookkeeper

Background

Manna Gum Community House is a not-for-profit organisation based in Foster, South Gippsland, and services a catchment area of Corner Inlet which includes the towns of Foster, Fish Creek, Toora, Welshpool, Port Welshpool, Mt Best and Yanakie. We receive funding from the Victorian Government under the Neighbourhood House Coordination Program and are a Learn Local Provider funded under the Adult, Community & Further Education (ACFE) Program.

Manna Gum works with a community development framework and is run by a community-based Board. Our strategic goals relate to education, social inclusion, advocacy and sustainability. We offer a range of services including adult education, school holiday activities, emergency relief, special events and access to government services.

Our website (mannagumcommunityhouse.org.au) has more details about us and what we do.

Position Overview

The position involves learning the functions of the bookkeeper and supporting the Manager across the different administrative functions of MGCH.

The Trainee Bookkeeper will be taught to undertake a range of weekly, monthly, quarterly and annual tasks associated with Manna Gum's financial management and reporting (as described below), using MYOB software.

Job classification

Manna Gum roles are classified under the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016. The classification level of this position will be determined by the qualifications and experience of the successful candidate.

The person will be expected to be willing and able to work towards a Certificate IV in Bookkeeping and Accounting.

Remuneration

Salary will be determined by the agreed classification level. Manna Gum will reimburse reasonable expenses such as vehicle allowance and mobile phone charges.

Location

Manna Gum Community House, Foster

Supervisor/Manager

Reports to the Manager, Manna Gum Community House or their delegate



Main duties/responsibilities

Note: The duties in italics are the more advanced responsibilities that would not be expected of a trainee until they had completed the relevant qualification.

Depending on their level of training and experience, the Trainee Bookkeeper will be expected to undertake some or all of the following duties related to financial management and reporting:

Weekly

- Allocate transactions to income and expense accounts in bank feed for three accounts, ensuring receipts are attached to each transaction.
- Pay invoices
- Reconcile office cash tin and bank takings
- Bank Community Cafe cash takings
- *Authorise transactions*
- General administrative tasks

Fortnightly

- *Process Payroll*

Monthly

- Bank reconciliation for Trading Account, Debit Card, and Grant Account
- *Reconcile and lodge superannuation obligations in ATO Clearing House*
- *Prepare Financial Reports for Board Meetings*
- *Prepare additional reports, as required*

Quarterly

- *Prepare Business Activity Statement*
- *Lodge and pay Long Service Leave Obligations with Victorian Portable Long Service Leave Authority*

6-monthly

- *Review budget in consultation with the Manager and Treasurer*

Annually

- *Process end-of-financial-year journal entries for Grants, Assets, Leave Entitlements, Creditors, etc*
- *Liaise with the auditor and assist the annual external review process*
- *Prepare annual budget in consultation with the Manager and Treasurer*



Key selection criteria

Essential

1. Willingness and capability to undertake a Certificate IV in Bookkeeping and Accounting.
2. Willingness to undertake training and work on a range of tasks and projects, as required.
3. High level digital literacy and ability to use general office applications effectively.
4. Strong attention to detail.
5. Flexible approach.
6. Ability to work well in a team.
7. Demonstrated ability to relate well to people from a variety of backgrounds and respond to people in a non-judgemental manner.
8. Demonstrated ability to work with routine supervision, manage time and work to deadlines.
9. An understanding of the purpose of Manna Gum Community House Inc, Neighbourhood House Principles and Community Development Practice.
10. Of good character, reliable and trustworthy.
11. Willingness to undergo a Criminal Check and Working with Children Check

Job type and conditions

Part-time 5 hours per week, 10am – 3pm, days to be negotiated. The position is ongoing, subject to funding.

Annual Performance Review is applicable. On-the-job training (other than Cert IV) will be provided and Professional Development opportunities are available.

Essential

Applications close 12 April 2024. Please forward applications to manager@mgch.org.au or P.O. Box 176, Foster VIC 3960