



## ASSISTANT ACCOUNTANT

(Part-Time 30 hours per week)

### **About us:**

Volunteering WA's mission is *'to lead, advance and celebrate volunteering in WA'*, and our vision is *'for every Western Australian to enjoy (valued) volunteering experiences that enrich our state'*. As the peak organisation for volunteering in WA, we are the leading voice for volunteers and volunteer-involving organisations, working to strengthen the sector and promote the benefits of volunteering.

Volunteering WA supports volunteering across all areas, providing resources for community organisations across the state, whether they work in sport and recreation, the environment, emergency services, aged care, health and disability services, and many other areas.

### **The Position:**

An exciting opportunity has arisen for a skilled Assistant Accountant, ideally with not-for-profit sector experience. The role has a focus on providing support across the organisation through the day-to-day coordination of the transactional accounting functions. The position has both a broad and deep scope and is responsible for month end accounting procedures and the administration of finance department projects as required and includes:

- Processing all financial transactions including accounts payable, accounts receivable and banking.
- Professional and timely communication with staff, suppliers, clients and other stakeholders.
- Responsible for end-to-end payroll function for approx. 30 staff including management of employee details, leave requests, mileage claims, superannuation contributions, salary packaging arrangements and taxation.
- Responsible for month end procedures including reconciliations, journals and lodgement of returns.
- Provision of technical leadership and direction within the Finance team regarding the development, maintenance and continuous improvement of online systems and processes that support the finance function.

Reporting to the Executive Manager, Finance and HR, the position is also responsible for assistance with EOFY procedures, financial acquittals and the external audit. There will also be an opportunity to work with others in VWA to administer finance projects including the outgoing grants program.

To be considered for the role, you must have experience in a similar role requiring transactional processing, reconciliation, analysis and problem-solving plus:

- Relevant tertiary or TAFE qualifications in accounting or bookkeeping.
- Demonstrated knowledge and experience with standard Microsoft Office packages (including MS Excel).
- Demonstrated experience with accounting software packages, including MYOB.
- Experience in a similar role managing the end-to-end payroll function.

While experience in a not-for-profit environment is not essential, it will be highly regarded.

If you are a self-motivated, hands on and pragmatic person with a strong work ethic and an eye for detail, this position could be for you. This is a unique opportunity to work with a friendly, supportive and professional team based in our conveniently located offices in West Leederville.

A competitive salary with PBI salary packaging benefits will be offered to the successful candidate.

**How to Apply:**

A written application including a cover letter and Curriculum Vitae should be forwarded on or before Tuesday 13 July 2021. Initial enquiries may be made by contacting Jane Kikeros at Kikeros Consulting Services ([jane@kikerosconsulting.com.au](mailto:jane@kikerosconsulting.com.au)) or on 0418 916 005.

Please write "Assistant Accountant VWA" in the subject line of your email. All applications will be confidential.