

Bookkeeper

Reports To	Finance & Administration Coordinator
Status	Part-time (1 day per week), flexibility may be required at some time for quarterly closing and year-end process. The 1 day could be worked in two half days if suitable for the candidate.
Direct Reports	This role does not have direct reports
Contract Duration	12 months, with the possibility of extension, depending on funding
Compensation	As a guideline SCHADS Award level classification Level 3 + Super The salary will be commensurate with the level of experience
Location	Based in Australia, preferably Melbourne, VIC Remote working
Languages	Excellent skills in oral and written English Spanish and/or Arabic an advantage

Background

[International Detention Coalition \(IDC\)](http://idcoalition.org) is a unique global network, of over 400 civil society organisations and individuals in more than 90 countries, that coordinates with members and partners on advocacy, research, coalition and capacity building, to end immigration detention and advance rights-based alternatives to detention (ATD).

Role Purpose

IDC's Bookkeeper will be responsible for the day-to-day bookkeeping for the organisation.

Role Summary

IDC's Bookkeeper accurately records income and expenditure of money and other financial assets and reviews all financial data. The role focuses on data entry, bank reconciliations, payroll processing, payment of invoices and regular financial reporting for IDC. Accuracy, honesty, attention to detail, good prioritisation, and high standards of confidentiality are key to success in this position.

The postholder will work closely with IDC team members including the Finance & Administration Coordinator (Line Manager), the Operations and Development Manager, the Executive Director and team members from the regions where IDC operates. Treasurer

Role Responsibilities

Accounting management

- Processing expenses and income with DEXT and XERO (Accounts payables and receivables)
- Entering data from financial transactions into IDC's accounting system regularly and accurately
- Ensuring current budget is entered and updated properly in XERO
- Completing monthly closing processes
- Completing monthly reconciliation for all balance sheet accounts each month
- Ensuring expenses are recorded to the correct accounts and funders each month
- Ensuring processes are followed accurately, efficiently and in a timely manner
- Managing accounts payable and receivable, including payment of overseas invoices in foreign currency
- Allocating expenses to funders in accordance with donor requirements

Assets

- Maintain an Asset Register of all IDC assets and depreciate appropriately.

Banking

- Responsible for making payments according to IDC's procedures
- Completing bank reconciliation for IDC's bank accounts and debit cards in a timely manner and correctly allocating income and expenditure.

- Ensuring reconciliation matches bank statements.
- Ensuring bills are entered into IDC's accounting system correctly.

Human Resources

- Payroll processing (fortnightly for Australia-based staff and monthly for Overseas team members), following IDC's payroll procedures and calendar
- Filling out and sending payslips to IDC's team members
- Filing documents in IDC's Dropbox (internal filing system)
- Ensuring payroll is processed accurately and in a timely manner

Compliance

- Preparation and Lodgement of Business Activity Statement and Instalment Activity Statement processes
- Preparation and Lodgement of Superannuation and Annual Payment Summary
- Supporting with annual Australian Securities and Investments Commission (ASIC) and Australian Charities and Non-for-profits Commission Reporting (ACNC)
- Annual GST return preparation and lodgement

Reporting

- Preparing documents and attending monthly meetings with the Executive Director, the Operations and Development Manager, the Finance and Administration Coordinator and the Treasurer.
- Attending regular catch-up meetings with the Finance and Administration Coordinator.
- Attending Team meetings when possible
- Liaising with team members, suppliers, and debtors
- Supporting Finance and Administration Coordinator in other relevant tasks

Core Responsibilities

- Actively contribute to a culture of collaboration, teamwork, and support within the IDC team.
- Demonstrate a passion for and alignment with the IDC's mission, vision and core values of innovation, collaboration, respect, representation and being solutions-focused.

- Demonstrate an understanding of IDC policies including IDC Children and Vulnerable Adults Safeguarding policy to ensure a positive and safe working environment for all.
- Actively engage with organisational systems, processes, and infrastructure to ensure sustainability and appropriate safeguarding of institutional knowledge, assets and core activities over time.

Key Selection Criteria

Essential Criteria

- Accounting/bookkeeping degree
- Minimum three years' experience working as a Bookkeeper
- Well developed computer skills, including Microsoft Office, general ledger packages and financial reporting systems
- Outstanding organizational skills, ability to multitask effectively, attention to detail and ability to work accurately and within time constraints
- The ability to take initiative and to work remotely and autonomously, to manage competing deadlines, prioritise workload appropriately and work in a flexible manner
- Fluency in written and spoken English
- Strong communication skills and ability to work effectively as part of a team
- Demonstrated knowledge of office systems and procedures
- The ability to develop, implement, follow up and update processes and procedures
- The ability to implement payment workflows, controls and approval processes
- Strong interpersonal skills and an ability to work with a broad range of people from a variety of backgrounds and experiences
- To have demonstrated experience in the operation of NGO financial systems including payroll, asset management and accounts payable/receivable
- Commitment to addressing the issues faced by refugees, people seeking asylum and migrants, particularly those affected by immigration detention.
- Lived experience as a refugee or a person affected by forced migration or by immigration detention
- Commitment to Safeguarding and Child Protection standards and to IDC's Children and Vulnerable Adults Safeguarding policy.

Desirable Criteria

- Experience with XERO Accounting
- Experience with DEXT software
- Understanding of Australian accounting systems, standards, procedures and compliance
- Experience and understanding of non-for profit and NGOs accounting systems with multi funding sources highly desirable

Application Process

To apply, please send your CV and cover letter to: jobs@idcoalition.org by **30th November 2022**. Please include the job title in the subject of your email (Bookkeeper). **Please ensure that you clearly address all of the key selection criteria in your application.**

Interviews will be held virtually in the week beginning 5th December 2022.

The selected candidate will be expected to start in January 2023 or as soon as possible.

*IDC values diversity, equality and inclusivity. Applications are welcome from all backgrounds. We especially encourage applications of those from underrepresented backgrounds, including but not limited to gender, race, age, sexual orientation, disability and religion. **In particular, we highly encourage leaders with lived experience of the impacts of detention to apply.** If potential candidates require any adaptations to usual recruitment processes, please do not hesitate to note this in your application.*