

Administrative Book Keeper

1 x Part Time – 21 hours per week

About us: Illawarra Legal Centre is a Centre rich in history, that is currently undergoing an exciting period of growth within our service.

ILC provides our community easy access to our person centred, multidisciplinary, wraparound service to address multiple complex legal needs through a collaborative work model.

ILC's people are dedicated, driven, person focused and committed to the principles of social justice and human rights.

The Administrative Bookkeeper provides payroll assistance to the Administration and Finance Manager. Additionally, the Administrative Bookkeeper processes the payments of invoices, provides reimbursements through petty cash, and completes the purchasing of equipment for the service. The Administrative Bookkeeper also conducts other general administrative tasks including filing, document processing, file management and supports the Front desk reception and intake staff as backup.

About you: You possess are a qualified and experienced bookkeeper with excellent administration skills, preferably within a legal practice. You are seeking a varied role, where you are critical to the overall efficient running of the service. You are organised and efficient, have excellent prioritisation skills, and you are detail oriented. You work well in a collaborative environment and are process and systems oriented. This is a busy role, and you will thrive under pressure.

SELECTION CRITERIA

Essential skills

- Tertiary qualifications in a related field (e.g. accounts clerical, bookkeeping, accounting)
- Demonstrated experience working with MYOB Accounting Payroll (min. 2 years experience)
- Demonstrated experience working with internet banking
- Excellent data entry skills
- Strong attention to detail and accuracy
- Demonstrated administration skills including phone manner, client greeting, client intake, reception, and general administration skills
- High level organisational skills, task prioritisation skills and ability to work to deadlines
- Excellent oral and written communication and adaptability to varied audiences
- Excellent relationship building skills, particularly with diverse populations
- Strong task identification and task completion skills

Personal qualities

- Commitment to the philosophy of Community Legal Centres
- High levels of self-motivation and use of initiative
- Commitment to collaboration and team-based work
- Commitment to social justice, access, and equity
- Clear ethics and understanding of professional obligations

About ILC and our benefits

- A clear commitment to providing a safe, welcoming workplace. We provide equal opportunities regardless of gender identity, ethnicity, sexual orientation, disability, or age.
- Above Award conditions and pay
- A flexible work environment, including work from the office and home and Time off in Lieu
- 5 weeks annual leave, plus 17.5% leave loading
- Salary Sacrifice (up to \$15900)
- Additional week off over Christmas/ New Year, in addition to annual leave
- Generous personal leave entitlements
- Employee Assistance Program
- Continued training and professional development opportunities

Salary

- \$81463- \$87654 (pro rata) plus 10.5% Super + 17.5% Leave loading)
- Up to \$15900 salary sacrifice

Applications should be marked as confidential and addressed to:

Louise Farroway

Centre Coordinator

lfarroway@illawarrallegalcentre.org.au

Applications close 26th September 2022. Applications must address the Selection criteria to be considered.

Successful applicants will be notified of interview times and method via email.

Unsuccessful candidates will not be contacted.

Job Description

Administrative Bookkeeper

ROLE:

To provide assistance to the Financial Manager in Bookkeeping tasks, and support Centre administrative tasks

ACCOUNTABILITY:

Administrative Bookkeeper is ultimately accountable to the Management Committee of the Illawarra Legal Centre Inc. However, on a day to day basis, the worker is accountable to the Coordinator for their work practices and to the Administrator/Financial Manager for bookkeeping/administrative work undertaken in the Centre.

DUTIES:

1. Payment of Staff salaries and entitlements:

- Maintenance of internet payroll banking.
- Check timesheets and record necessary data
- Processing of wages and salary sacrifice.
- Maintenance and reconciliation of salary sacrifice for FBT purposes.
- Record and monitor staff entitlements such as annual leave and long service leave entitlements.
- Maintain computerised payroll system.
- Distribution of pay slips each pay period.
- Superannuation reconciliation, completion of returns and payments
- Union fees – deductions, returns and payments.
- Maintenance of staff files.
- Annual payment summary reconciliation.

2. Maintenance of appropriate financial systems and records

- Payment of accounts.
- Completion of payment requisitions.
- Recording monies paid and receive (as directed).
- Enter expenses into computerised accounting system.
- Ensure all files and financial data are in order and accessible to the Centre's Administrator/Financial Manager.
- Maintenance and reconciliation of petty cash floats.
- Maintenance of card files.
- Maintain Fixed Asset Register and depreciation schedule.
- Calculate depreciation in Fixed Asset schedule in conjunction with Financial Manager.
- Assistance in audit preparation and other reporting requirements.
- Perform bank reconciliations on Centre bank accounts (suggest take out as JD for finance manager).

4. Administration and General duties

- Support transition towards digital record keeping
- Roster development and distribution
- Collection of and distribution of mail
- Answering phone calls and ensuring messages are provided to staff
- Attend and participate in Centre staff meetings as required.
- Participate in other Centre activities as decided by Management (for example, planning days, policy meetings)
- Undertake professional development activities as per the Centre's Staff Development Policy.
- Undertake other tasks as delegated by Management.
- Occupational Health and Safety.
- Telephone assistance as required.
- Archiving of records as required.
- Other duties as directed by the Financial & Administration Manager, Principal Solicitor and Coordinator.