



Job description:

Location: Adelaide, South Australia

Employment status: Permanent part time (0.8FTE)

Salary band: \$68-\$75K pro rata dependant on successful applicant's experience

We encourage applications from all backgrounds, communities and industries, and are committed to having a team that is made up of diverse skills, experiences and abilities. We welcome applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, mature-age people and people with disability, regardless of sex, sexuality or gender identity.

Who we are

The Australian Centre for Social Innovation (TACSI) is an independent, not-for-profit organisation working across Australia. We partner with communities and organisations to put people at the heart of shaping their lives and society. Together, we tackle big social challenges and build the conditions for social innovation.

The role

The Senior Bookkeeper is primarily responsible for undertaking internal bookkeeping, payroll, reconciliation and analysis work, whilst providing assistance to the Finance Manager and other internal staff in any other activities that support effective organisational operations.

Your key responsibilities

- Complete bank reconciliations and monitor cash flow
- Complete the end of month invoicing process and assist with the follow up of outstanding debtors
- Record accounts payable and attend to the payment process
- Complete the fortnightly payroll process
- Complete end of month bookkeeping and accounting tasks
- Prepare monthly balance sheet reconciliations
- Prepare quarterly BAS
- Complete quarterly superannuation compliances
- Assist in the completion of annual FBT requirements
- Assist with the completion of the annual budget
- Assist in the completion of acquittals
- Assist with annual audit requirements

- Support the Finance Manager with adhoc tasks and projects as required
- Collaborate and communicate with other staff members to ensure effective team work
- Analyse and understand the organisation's needs to assist in the achievement of the strategic aims and objectives
- Recognise and communicate potential innovations and improvement opportunities to improve the organisation's processes
- Maintain corporate credit cards and credit card management program
- Assist in developing and maintaining the business system

Your experience

- A minimum of five years' experience in a similar role, or at a similar level
- Experience interpreting and analysing accounting system information
- Experience using financial management software

Your skills

- Ability to make decisions, within delegated authority parameters
- Strong relationship-building skills, with both internal and external stakeholders
- Strongly motivated with a 'çan do' attitude
- Excellent written and verbal communication skills
- Excellent negotiating skills to enable effective implementation of plans
- Ability to lead by example and motivate others to embrace change

Your knowledge

- Working knowledge of Microsoft Office software including Word and Excel, Google Workspace (formerly known as G Suite)
- Knowledge and proficiency in relation to financial management software, specifically Xero
- Knowledge of working within a CRM and with a time tracking system is desirable
- Knowledge of the Flexi-Purchase credit card system is desirable
- Demonstrated understanding and ability to interpret legislative requirements
- Exposure to, or an understanding of, the dynamics and drivers of charitable organisations

Your education

- Diploma education or comparable qualifications in Accounting or related discipline

What you'll bring to the role and TACSI

You are a self starter who is comfortable working both collaboratively in a team as well as independently and autonomously. You have good attention to detail and strong organisational skills to juggle priorities.

You can handle uncertainty and change and can lead others through it, getting your head around complex and uncertain situations, seeing associations and

explaining them to others.

You have a genuine interest in working in the social sector and on society's most important challenges. You demonstrate empathy to both those you serve and also your colleagues and peers. You have excellent interpersonal skills, high levels of emotional intelligence, and an ability to provide a slick client experience.

Shaping your role at TACSI

We're proud to have staff from diverse backgrounds and experiences working together at TACSI. While role narratives provide a structure for work expectations, we also encourage you to bring your own unique experience and work style to our team. We believe this helps TACSI strengthen our approach to innovation and problem solving, because true innovation comes from many sources, not just one.

Your relationships at TACSI

Internal

The focus of the work will be working alongside the Finance Manager and the Chief Financial Officer.

You will have the opportunity to work across and provide support to the TACSI network, across the various business units, including; Social Innovation Consulting; System Initiatives; and Scaling Social Innovations.

To make sure you're adequately supported and growing your capability, you will be matched with some peers as part of TACSI's Circles of Support Program.

External

You will work with external clients in regards to accounts management.

Your financial responsibility

The role holds financial responsibility as aligned to the TACSI Delegation Framework. The individual will be responsible for ensuring all expenditure and acquittal of receipts in line with TACSI Policies.

Working at TACSI

TACSI is a fast-paced environment where people from diverse disciplines, ages and experiences come together to tackle complex social issues and build the conditions for social innovation – all while helping each other learn and grow.

Working with TACSI offers a unique opportunity to deepen and broaden your skills, create a positive impact in people's lives, and learn from the rich knowledge and experience of our network.

As a team, we all share a deep and genuine commitment to seeing more people, in more ways, thriving across their lives. Few other organisations offer the opportunity to pioneer and refine a new way of creating positive social change. You'll be able to put your name (alongside your colleagues) to the creation, implementation and scale of new solutions and approaches that enable people to live their best life.

We also offer:

- Flexible work practices.
- Dedicated time for professional development and learning.
- A professional development allowances
- A bright and spacious office in the central city of Adelaide.
- A cosy workspace in the city of Sydney.
- Recognition program for positive feedback.
- A welcoming team with a sense of fun!