



Application Information Kit: **Bookkeeper**

2 days/week, permanent part-time

SCHADS Award Level 5.1

Applications close: 5pm, 31 March, 2022

TO APPLY:

1. **Read the attached information** outlining the position description, selection criteria, and position details.

2. **Complete your application** by including:

- **A cover letter**

- **A document in which you address the selection criteria.** This should be at least one page but no more than four pages. Under each criterion write any relevant knowledge, skills, abilities, training, and experience to demonstrate you meet that criterion. You can give specific examples where you have used your skills and abilities, which relate to the specific criterion. Where the criterion asks for 'demonstrated' knowledge you must show and explain that you have this knowledge (as briefly as possible). If you fail to clearly illustrate that you have this knowledge it will be assumed that you do not meet that criterion.

- **A copy of your curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Sex Workers Outreach Project, Inc. endorses an affirmative action policy which promotes sex work experience as an essential selection criterion. Information provided by applicants will be kept in the strictest confidence and viewed only by the interview panel.

- **Two professional referees.** The name, email, and telephone contact details of two professional referees who can be contacted for a confidential verbal reference.

3. **Submit your application** to: employment@swop.org.au

Note: If you are interested in the position but unsure whether you meet the selection criteria please call SWOP NSW Acting Chief Executive Officer on 0407 709 947.

Complete application must be submitted by 5pm, 31 March, 2022

SWOP NSW Bookkeeper

Sex Workers Outreach Project, New South Wales (SWOP NSW) is the state's peer sex worker organisation and has been representing sex workers for over 35 years. SWOP NSW works to sustain low rates of STIs and BBVs, including HIV, and provide sex workers equitable access to health, safety, and human rights, and legal and workplace protections.

JOB DESCRIPTION

Position Overview

The main duties of this role are to keep SWOP NSW finances, including financial records in an accurate, transparent and timely manner; contributing to the effective financial management of the organisation, provision of reports that support informed management and governance decisions and enable the organisation to meet all financial audit and incorporation requirements.

Position Detail

- **Hours per Week:** 14
- **Classification:** SCHADS Award Level 5.1 (Salary Packaging available)
- **Probation:** in line with the SCHADS Award
- **Rate of Pay:** \$42.94 per hour plus superannuation and leave loading
- **Position reports to:** SWOP NSW Chief Executive Officer
- **Location:** 7/110 Botany Rd, Alexandria, NSW 2015

Main Duties and Responsibilities

SWOP Bookkeeper

- Fortnightly payroll processing and preparation and reconciliation of superannuation payments
- Data entry of all financial transactions and allocation in line with budget
- Prepare payments in bank account for second approval
- Ensure receipt and safekeeping of invoices and other documents
- Sales entries and maintain stock control systems
- Enter and track prepayments and journal entries
- Monthly bank account & cash balance reconciliations
- STP, IAS & BAS reconciliation and reporting
- Assist with budget preparation
- Timely preparation and generation of accurate monthly and quarterly reports for management and committee review and reporting to funders, including grant acquittal.
- Accurate calculations to support finance decisions and preparation of spreadsheets and reports as required
- Completion of end of financial year preparations including payroll summary
- Tracking of financial reporting dates and requirements
- Regular review of financial information to ensure accuracy and strict compliance with reporting requirements
- Annual preparation of organisational & project records for financial statement and audit

- Utilise problem solving skills to achieve solutions based outcomes.

General Duties

- Other financial administration duties as directed
- Perform other duties as requested by Supervisor

SELECTION CRITERIA

Essential Criteria

1. Current or previous experience as a sex worker and an understanding of sex worker issues
2. An understanding of and commitment to social justice and sex worker rights
3. Experienced bookkeeper or responsibility for core elements of bookkeeping in another role
4. Experience using Xero or another bookkeeping program with a willingness to learn Xero
5. Demonstrated understanding of bookkeeping or accounting principles
6. Demonstrated understanding of financial reports
7. Attention to detail, accuracy and experience with Microsoft 365 and spreadsheets
8. Ability to multitask and prioritise workload to meet organisational goals
9. Ability to work collaboratively with a diverse team, and to work independently with minimal direction while meeting deadlines without compromising accuracy
10. Excellent written and verbal communication skills

Desirable Criteria

11. Experience with e-commerce and point of sales programs such as Vend, Big Commerce, Square, Stripe, Shopify or demonstrated ability to learn these programs.

**ADDITIONAL
INFORMATION**

Orientation is offered for this role.

For more information about the role, please contact

SWOP NSW Acting Chief Executive Officer on 0407 709 947 or see

<https://swop.org.au/sex-worker-friendly-employment>