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<http://www.cpd.org.au>

About the Position

Bookkeeper

The Centre for Policy Development is looking for a part-time Bookkeeper. Working closely with CPD's Operations Director, the successful candidate will be responsible for the bookkeeping for the organisation. This includes recording transactions and processing payments.

The successful candidate can be Sydney or Melbourne based. The position will be part-time (0.1-0.2 FTE). Remuneration for the position will be determined based on the experience of the selected candidate. For further information please contact Shivani Nadan at admin@cpd.org.au or call (03) 9929 9915.

Candidates should include the following in their application:

1. Covering letter and CV;
2. Name and details of at least two referees.

Candidates should apply by emailing their application to admin@cpd.org.au with the subject line 'Application for Bookkeeper'. Review of applications will begin on 6 July 2020 and will continue until the position is filled. Only shortlisted candidates will be contacted.

Roles & responsibilities:

- Recording transactions such as income and outgoings, and posting them to various accounts
- Processing payments
- Producing various financial reports
- Reconciling reports to third-party records such as bank statements
- Responsible for the month-end reconciliations of CPD's accounts
- Assist with coordination of annual budgeting and the annual audit

Selection Criteria

Essential

- Bookkeeping experience – managing invoices and receipts, processing payroll, monthly account reconciliations, day-to-day banking. Experience with MYOB essential including general journal and monthly Balance Sheets, P&L & Cashflow reporting.
- Good communication and interpersonal skills – you need to be able to prepare brief correspondence, work closely with your colleagues in a small team, and liaise in a clear and tactful manner.
- Proficiency in Microsoft Office including Excel and Word.
- Ability to be flexible and adaptable in a growing organisation

Desirable

- Experience working in a non-profit environment or on a tight budget desirable.
- Ability to start immediately highly preferred.

For more information on CPD please visit www.cpd.org.au.