



Women's Health in the South East

Job Description

Job title:	Bookkeeper
Salary:	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services Employee) Level 5.1
Hours:	Permanent Ongoing Part Time – 22.8 hours per week (3 days)
Reports to:	Manager, Finance and Business
Direct Reports:	Bookkeeper
Works with:	All staff as required

About Women's Health in the South East (WHISE)

WHISE is one of 12 Women's Health Services that since 1988 have been a key part of the Victorian preventative health infrastructure. These services are providers of gendered health promotion and primary prevention that collectively share a range of priorities. Funded through the Victorian Government, the Victorian Women's Health Services:

- Advocate for the wellbeing of all women across Victoria
- Promote good health and wellbeing to Victorian women
- Apply an expert intersectional gendered lens to health issues and systems to improve outcomes for women.
- Prevent the underlying causes of ill-health and harm for women in Victoria

WHISE works across 10 local government areas from South Melbourne down to the Mornington Peninsula and east to Casey and Cardinia. Our area of work is the Southern Metropolitan Region and is one of the most diverse and expanding regions across Australia.

WHISE proudly works in the South East Region of Melbourne to create equity by learning, educating and advocating for all women. We create positive and productive relationships based on understanding and evidence with leaders, individuals, communities and organisations in our region

Our operating principles:

- We are collaborative and innovative



- We seek to create long term change to improve the lives of all women in our region
- We are curious and seek to constantly learn to improve our practice

Our **Values** are: Learning – Innovation – Collaboration – Integrity - Leadership

WHISE is an Incorporated Association in the State of Victoria (A0026387C) and a registered Charity with the Australian Charities and Not for Profits Commission. WHISE has an equal opportunity exemption and applications for this role and as such this position is open to applicants who identify as women.

Purpose of the position

Working under the direction of the Manager, Finance and Business, this role is responsible for maintaining an WHISE's key accounting records and undertaking day-to-day activities including recording and posting daily transactions, processing accounts payable, supporting pay roll function of WHISE as per compliance, regulatory and legislative requirements.

When required, this role will also act up for short periods of time, for the Manager Finance and Business to oversee and maintain the organisations financial operations.

Responsibilities and KPI

Financial and Accounts Maintenance

Under the direction of Manager Finance and Business

- Assist in financial activities including running payroll and generating invoices for work undertaken by WHISE
- Maintain subsidiary accounts by posting verifying and allocating transactions – reconciling entries for accounts
- Prepare and complete as required bank reconciliations
- Assist in the preparation of BAS lodgement

As required work with the Governance, Compliance and Policy Support officer to update and maintain currency of Finance Policies and Procedures

As required liaise with WHISE staff to support development of budgets and provision of quotes for fee for service work (as per WHISE fee for service policy)

Key Performance Indicators:

1. Financial records management and processing



Measure: Accuracy and timeliness of tasks completed as directed by Manager Finance and Business

Measure: Support provided to colleagues and staff to implement and comply with WHISE finance policies and procedures

Work as part of a team

Participate in team meetings as required to learn and build understanding of WHISE operations and services to better enable delivery of support

As required work with the Governance, Compliance and Policy Support officer to update and maintain currency of Finance Policies and Procedures

As required liaise with WHISE staff to support development of budgets and provision of quotes for fee for service work (as per WHISE fee for service policy)

Key Performance Indicators:

2. Alignment and support of WHISE values and contribution to delivery of WHISE Goals

Measure: Quality of contribution and support provided to colleagues

Measure: Contribution to continuous improvement of WHISE policy and procedures

Academic and trade qualifications and experience

Essential qualifications

- Post secondary qualifications in accounting and/or bookkeeping

Desirable qualifications

- Post secondary qualifications finance

Work experience and skills

Essential experience

- 3+ years of senior bookkeeping experience
- Solid experience in Xero financial accounting software and strong computing skills including advance excel software skills
- Significant working knowledge of current accounting and financial measures and trends; Ability to accurately analyse, interpret, summarise, and present financial information
- Demonstrated capacity and reputation to maintain and respect privacy and confidentiality



- Strong experience and capacity to communicate well verbally and in writing
- Sound and in depth experience of supporting organisational payroll processing
- Demonstrated capacity to work with and be respectful of intersectional lived experience in the community
- Highly developed stakeholder engagement skills as it relates to maintaining quality accounts and financial records
- Experience of working with organisations similar to WHISE in terms of size, scope and culture

Desirable experience

- Knowledge of the Southern Metropolitan Region
- Lived experience and/or experience working with women in health and wellbeing and/or experience of working in improving women's health and wellbeing

Personal qualities and behavioural traits

Essential qualities or behaviours

- A feminist ethos and perspective and commitment to working with an appreciation of intersectional experience
- Approach to working in a way that is collegiate and collaborative
- Willingness to "roll sleeves" up to get activities done
- Reputation as an enabler and as a person who seeks to support the strengths in others
- Tolerance and adaptability to work in an environment that evolves at the pace of government policy and community need
- Demonstrated qualities in line with WHISE values

Desirable qualities or behaviours

- Lived experience of inequity of women in our community and society

Requirements for the Role

Persons in this role must have permission to work in Australia and have a current drivers licence.

CEO signature:

Performance review period: Annually

Next review date: September 2023