

BOOKKEEPER JOB SPECIFICATIONS

Start date: January 2019

The purpose of the Bookkeeper is to maintain the organisation's financial records, including payments, receipts, petty cash disbursements and payroll.

Responsibilities:

- Record day to day financial transactions and complete the posting process
- Review postings to the GL for accuracy and timeliness
- Verify the accuracy of invoices and other accounting documents or records
- Track and reconcile bank statements
- Bring the books to the trial balance stage
- Complete tax forms, e.g. VAT201, EMP201, EMP501
- Develop, maintain, and analyse budgets
- Prepare periodic reports that compare budgeted costs to actual costs
- Support monthly payroll and keep organized records
- Support project staff with financial reports for missions
- Work with subgrantees to prepare regular financial reports on their grant income and expenditure
- Participate in annual audits

Requirements:

- A qualification in Accounting / Bookkeeping
- Membership of a professional body, with a published code of Ethics
- Proven bookkeeping experience, preferably in a multi-currency project-based environment
- Understanding of basic bookkeeping and accounting payable/receivable principles
- Ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with aptitude for numbers
- Fluency in English (French, and any other AU Language would be an added advantage, but not a requirement)
- Computer Literacy: Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Experience and familiarity with accounting software (e.g. Pastel)
- High degree of accuracy and attention to detail
- Organisational and time-management skills
- Attention to detail
- Ability to spot and correct numerical and accounting errors
- Ability to work in a diverse language, culture and multi-ability environment