

# Position Description

## Senior Bookkeeper (Business Services Manager)

### **The Inner Melbourne VET Cluster**

The Inner Melbourne VET Cluster Inc (IMVC) is a not for profit incorporated association, originally established to broker vocational programs for secondary schools in the Inner Melbourne region. As a key driver of vocational education, the IMVC has generated a high level of co-operation and trust, leading to well-developed collegial working relationships amongst schools in five local government areas.

In recent years, the IMVC's service capacity has grown to include providing career development services and re-engagement programs, to connect young people with career information so that they can make informed choices about their future career direction. The IMVC has a wealth of experience in the provision of transition services. Through a client centred approach the IMVC combines personal and skills development, with practical experience and assistance, to enable young people to make individual, tailored transitions towards social and economic independence, engaging them in education, further training or employment.

The IMVC is also a registered training organisation, delivering Hospitality, Salon Assistant, Retail Cosmetics, and Screen and Media training programs in accordance with the Australian Quality Training Framework /VRQA standards.

### **IMVC Vision:**

*"Linking the energy and potential of young and marginalised people with industry, government and community"*

<b>Time Fraction:</b>	0.6 EFT
<b>Salary Range:</b>	\$70,000 to \$84,999
<b>Responsible to:</b>	Executive Officer
<b>Sick Leave:</b>	10 days a year (pro rata)
<b>Holiday Leave:</b>	20 days a year (pro rata)

Appointment will be made subject to three months' probation, periodic performance reviews and clearance from a police background check with regard to working with young people. Superannuation will be paid by the IMVC at the prescribed rate as specified within the Superannuation Act.

### **Job Summary**

This is a role for a dynamic, enthusiastic, reliable and responsible person to provide key business support and administration to the IMVC team.

The role encompasses the co-ordination of:

- (i) Finance, bookkeeping and payroll
- (ii) General office administration
- (iii) Additional duties as nominated by the Executive Officer

## Reporting Relationships

The Business Services Manager will report to the Executive Officer.

## Key Accountabilities:

### Finance, bookkeeping and payroll

- Ensure that finances are managed according to appropriate standards and individual service/program contract compliance requirements
- Oversee bookkeeping duties including general journals, banking, end of Month/Quarter/Financial Year/Payroll Year processes
- Oversee accounts receivable and payable functions
- Oversee all card and bank reconciliations
- Liaise with program staff to enable flexible means of client brokerage and relevant funding payments
- Prepare GST, PAYG withholding, superannuation and Workcover reporting, including reconciliations, calculations and payments as per compliancy requirements
- Overseeing fortnightly payroll services
- Prepare regular and accurate financial reports for IMVC and relevant consortia arrangements, tother with Team Leaders and/or EO
- Prepare and monitor organisational and program budgets in consultation with Executive Management
- Facilitate the preparation and lodgement of annual financial statements and reports with relevant authorities
- Together with the EO assist to facilitate the financial audits and acquittals for organisation and IMVC programs as required
- In consultation with Executive Management provide financial management advice and forecasting

### Human Resources administration

- Develop, monitor, and evaluate work plans and performance of team members
- Maintain HR records according to legislative requirements and organisational processes
- Ensure systems are in place for monitoring and administering leave
- Ensure administration of superannuation and Workcover requirements
- Respond to current and past employee general payroll queries

### General administration

- Establish and coordinate licensing contracts and service level agreements across the IMVC including external contractors, mobile device contracts, and equipment leases
- Oversee day-to-day operational administration
- Oversee the rotation of external server backups, removal during building evacuations and daily storage offsite
- Oversee general office maintenance and business service contracts
- Oversee IMVC venue and resource booking procedures
- Oversee the maintenance and registers of IMVC assets
- Provide customer service focused, operational advice and support to all IMVC employees
- Other duties as appointed by the Executive

## **Qualifications (essential)**

- Relevant qualifications in Business Administration, Financial Services or equivalent

## **Key Selection Criteria**

- 1) Extensive experience in bookkeeping and financial management
- 2) In-depth knowledge of relevant software such as MS Office suite and MYOB
- 3) Experience with payroll and HR practices and procedures
- 4) Demonstrated experience in office administrative practices and procedures, inclusive of problem solving and adaptability
- 5) Demonstrated ability to contribute to a team in a professional and collaborative manner
- 6) Demonstrated high level of communication and interpersonal skills, including people management, and liaising and consulting with internal and external stakeholders
- 7) Demonstrated high level of confidentiality, tact, discretion and initiative
- 8) Excellent organisational skills including the ability to determine priorities, attention to detail and meet regular deadlines
- 9) Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds