

Role Title: Book Keeper

Team: Finance

Responsibilities:

- Responsible for entering financial information and maintaining all financial records for projects and for the organization.
- Ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- Ensure that all transactions are properly accounted for.
- Manage bank accounts, monitor cashflow, and request timely transfers from income account to ensure that sufficient funds are always available in expenditure and cost centre accounts.
- Authorise payments for invoices - in accordance with the Expenditure Policy
- Provide any other financial information, as requested, and respond to any other financial queries.
- Oversee budgeting process, compile team budgets into overall budget.
- Monitor actual to budget position and liaise regularly with budget holders and make recommendations to the organisation on budget expenditure. .
- Continue to develop improvements in the finance system, as necessary.
- Coordinate with Artery and Theme Camp grant coordinators to manage payment of grants when paperwork requirements are met by recipients (e.g. Collect and examine supporting documents, ensure that documents and signatures are valid.)
- Manage financial control and develop financial reports.
- Monitor the expenditures to ensure that funds are utilized appropriately by the close of the fiscal year.
- Ensure that all financial reporting is completed on time and submitted to Town Council.
- Oversee the financial audits of all projects of the organization as required.
- Comply with regulatory reporting requirements, such as quarterly BAS returns, tax return, etc.
- Provide financial inputs for proposal development, project management, logistics, travel and other areas of administration.

Primary relationships

- Ongoing reporting to Town Council
- Overseeing delegation of finance tasks to 2ic's and overall responsibility to review work
- Monthly meeting with major cost-centre managers to ensure smooth operations and budget control
- Coordinate with accountant to prepare quarterly BAS statements, final accounts and pay tax.

How to Join: Register to join the crew via completing the Crew registration Form found [here](#).

Version and revision date: v1 (21 June 2017)

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