

Role Narrative

Bookkeeper

Introduction

The Australian Centre for Social Innovation (TACSI) is an independent not-for-profit organisation working across Australia. Bringing together a unique and diverse team from all over the world, the staff at TACSI are all united in their commitment to developing new and better ways to build social and economic prosperity for all.

Role Specifics

Location: Adelaide

Employment status: Casual, potential permanent part-time

Terms: 15-18 hour per week

About the Role

Role Description

The role of the bookkeeper is part of TACSI's platform, particularly managing the organisations finances. The role works across the network to implement processes that support people to do their best work. The role will manage a number of competing but critical priorities ranging from accounts payable, payroll and staff supporting activities.

A commitment to both individual and peer growth and learning is core to all roles within the TACSI network. Participation in the Growth Horizons and Buddy Programs, and other core learning routines is essential.

Shaping your role at TACSI

We are proud to have staff from diverse backgrounds and experiences working together at TACSI. While role narratives provide a structure for work expectations, we also encourage you to bring your own unique experience and work style to our team. We believe this helps TACSI strengthen our approach to innovation and problem solving because true innovation comes from many sources, not just one. We capture, share and celebrate this in your colleague profiles.

Important Role Relationships

In a networked, learning organisation, it is critical that you leverage the strengths and knowledge from across all parts of the business. You will be a part of platform however this role will require deep relationships across all parts of the business. To ensure you are adequately supported and growing your capability, you will be matched with a peer as part of TACSI's Buddy Program. In addition, you will receive direct support and coaching from your colleagues as requested. The key relationships will be with Financial Accountant and external consultant (Chief Financial Officer)

Financial Responsibility

You will be required to work within the parameters of the TACSI budget and support your colleagues to do the same.

Key Responsibilities

Financial Process

- Maintain Corporate Credit Cards via Flexi-purchase program
- Accounts Payable
- Reconciliation of credit cards on a weekly basis
- Fortnightly Payroll Support
- Assisting in data collating in terms of preparation of month end procedure or implementing new process

Lead self and others

- Model and champion TACSI's 'Words to live by'.
- Engage in core TACSI routines and learning experiences.
- Build and share knowledge of cultural competency.
- Actively participate in Growth Horizons processes within proposed timeframes.
- Ensure compliance and provide a safe workplace by adopting safe work practices and following procedures and policies.

Administration/System Implementation

- Administer the Flexi-Purchase program and provide technical support to staff
- Assist in business system improvement process and provide support on implementation

About the Person | What you'll bring

You will be an eager learner who love finding new and interesting ways to make accounting work for the business and its people. You're agile to change and ready to get your head around complex and uncertain situations, search for solutions and continuously improve your skills.

You have a genuine energy, passion and commitment to working in the social sector and on society's most important challenges. You demonstrate empathy to both those you serve and also your colleagues and peers. You have excellent interpersonal skills, high levels of emotional intelligence, and an ability to provide a slick client experience.

- Key Capabilities**
 - Accuracy in data process and allocation
 - Meet the deadline and deliver work promptly
 - Self-management and motivation
 - Excellent verbal and written communication
 - Committed to having a positive impact on workplace's culture
- General Skills & Knowledge**
 - Solid knowledge of Xero
 - General IT skills to maintain Flexi-Purchase and other project management programs
 - Accounting and financial analysis
- Education**
 - Tertiary qualification in accounting/finance or working forward
- Experience**
 - Minimum one years' experience in a related field

Working with The Australian Centre for Social Innovation

TACSI is a fast-paced environment where people from diverse disciplines, ages and experiences come together to tackle complex social issues and build the conditions for social innovation – all whilst helping each other lean and grow.

Working with TACSI offers a unique opportunity to deepen and broaden your skills, create a positive impact in people's lives, and learn from the rich knowledge and experience of our network.

As a team, we come from and bring skills from all over the world – Australia, Mexico, the Basque Country, India, the UK, USA, Sweden and New Zealand. We all share a deep and genuine commitment to seeing more people, in more ways, thriving across their lives. Few other organisations offer the opportunity to pioneer and refine a new way of creating positive social change. You'll be able to put your name (alongside your colleagues) to the creation, implementation and scale of new solutions and approaches that enable people to live their best life.

We also offer:

- Flexible work practices.
- Dedicated time for professional development and learning.
- A professional development allowance
- A bright and spacious office in the central city in Adelaide.
- A cosy workspace in the city in Sydney.
- Recognition program for positive feedback.
- A welcoming team with a sense of fun!

How to apply

Applications including a one page cover letter and brief resume can be sent to info@tacsi.org.au by 5pm Monday, 27th January 2020.

