

# Position Description

As at 25 January 2020

**Job Title:** Accounts & IT Assistant

**Responsible to:** Financial Controller

## MAIN PURPOSE

To assist the Financial Controller with the maintenance of the accounting and financial records, as well as the internal IT functions of the Association. In particular, you will be responsible for the accounts receivable and payable functions as well as any other duties as directed from time to time.

## KEY RESULT AREA FOCUS:

- Accounts receivable including invoicing and collection of outstanding and overdue debts.
- Accounts payable including data entry and payment of creditor invoices.
- Banking and bank reconciliations.
- Assisting with preparation of Budgets, BAS, FBT, month and year end reporting as well as other accounting functions.
- Internal IT support
- Assisting the Financial Controller and other Managers with duties and projects as required from time to time.

## KEY ACCOUNTABILITIES:

### Accounts Assistant

- Record and maintain expenditure, as well as identifying wastage and reducing costs where possible.
- Ensure internal control procedures are followed at all times.
- Invoicing and collection of all income to the Association.
- Follow-up and collection of overdue and outstanding monies.
- Accurately recording GST tax codes in order to complete quarterly BAS.
- Daily banking of all incoming payments.
- Fortnightly EFT and credit card payments.
- Assist with preparation of the annual budget.
- Assist with preparation of monthly and annual management reports.
- Assist with preparation of annual budgets.
- Assist with the collection of Fringe Benefits data.
- Assist with preparation of Business Activity Statements.
- Reconcile all bank and credit card accounts on a monthly basis.

**Internal IT Support**

- IT support for staff workstations including both hardware and software
  - Install and manage network protocols and software
  - Provide network and basic system administration
  - Create user documentation
  - Connect hardware components
  - Maintain equipment and software
  - Implement system software changes
  - Provide first-level IT support
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- Any other duties as lawfully directed by the Financial Controller and/or Executive Director.