

Position Description, Royal Historical Society of Victoria

Experienced, Part-time Book-keeper 2020.

Who we are

The **Royal Historical Society of Victoria** is an active not-for-profit, membership-based organisation that operates as Victoria's largest historical society and as an umbrella for ~330 affiliated societies. We operate a range of activities including a small bookshop, events, an exhibition gallery, room hire, membership subscriptions, a large member-based group insurance scheme, outreach activities outside Melbourne and the publication of various books, journals and newsletters.

The opportunity

We are seeking a motivated, experienced, part-time Book-keeper to work in a small team. Life is never dull or repetitive at the RHSV and this position would suit someone who has worked in small business.

Although we are small, the RHSV is a complex organisation in terms of the range of activities in which we are involved. However, the volume of transactions is not high. We are a tier-two organisation and, as a charity, we report to the ACNC. We are an incorporated association and, as well as being a charity we have DGR status. Our financial year is the calendar year.

We use cloud-based AccountRight software. Our website is a POS for our bookshop, new and renewing members and event ticket sales. The website feeds automatically through Stripe (similar to Paypal) to AccountRight.

The Book-keeper is responsible for the following main areas:

- **Effective and timely book-keeping** including bank reconciliations of our 5 bank accounts, credit card, petty cash, POS credit card payments and Stripe. Enabling monthly financial reports to be prepared for Council.
- **Processing payroll and keeping detailed employee records.** We have a small permanent staff of 2 FT and 2 PT staff and occasionally employ project staff.
- **Lodging quarterly BAS, monthly PAYG and quarterly superannuation.**
- Dealing with **Workcover** payments.
- Issuing **invoices** and **receipts**.
- **Preparing for audit** and working with the auditor at the end of the financial year.

Key selection criteria

1. Formal book-keeping qualification. A minimum would be a Certificate IV in Accounting and Bookkeeping.
2. Be a registered BAS agent
3. Experience in payroll, including leave, superannuation and termination payments. Experience with Single-touch payroll.
4. Have an excellent eye for detail, and care about keeping our accounts up to date and error free.

5. Be able to suggest ways of streamlining our processes and keeping up with technological advances.

Secondary selection criteria

1. We want someone who can look at the P&L or BS and know if something isn't quite right. Someone who will ask questions and push for details.
2. Have the ability to enhance relationships with managers, customers, suppliers and staff alike.
3. Experience in the not-for-profit sector is desirable.

Conditions

This is a part-time permanent position of one day per week for 48 weeks per annum (salary \$60 per hour plus superannuation) or a contract position. Our home is an unusual 1938 heritage-listed Drill Hall close to Queen Victoria Market and about 150m from Flagstaff Station.

Office hours are 38 hours per week with the office open from 8:45am – 5pm, Monday to Friday.

The office closes for 2 weeks over Christmas/New Year and staff members are required to take this time as part of their annual leave (usually 7 days annual leave excluding public holidays).

To apply

Send a covering letter addressing key selection criteria, secondary selection criteria and your curriculum vitae to Rosemary Cameron, Executive Office, executive.officer@historyvictoria.org.au
Enquiries can be made to Rosemary on the above email or on 03 9326 9288.

Applications close

5.00 pm Tuesday 16 June 2020.

Interviews will be held soon after the closing date and we hope to confirm the appointment by the end of June 2020.