



ROYAL HISTORICAL SOCIETY OF VICTORIA INC.

239 A'Beckett Street, Melbourne 3000

Position Description, Royal Historical Society of Victoria

Experienced, Part-time Book-keeper 2022

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 ~350 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 to AccountRight.

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

- **Accounts receivable**
- **Accounts payable**
- **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 3 PT staff and occasionally employ project staff.
- Prepare & compile quarterly & monthly **BAS and Superannuation** reporting and payments
- Prepare & compile **Workcover** reporting and payments.
- Bring books up to **Trial Balance**
- **Preparing for audit** and working with the auditor at the end of the financial year
- **Data entry** for the above work into AccountRight
- Maintain confidentiality in relation to personnel, financial and organizational matters

Key selection criteria

1. Formal book-keeping qualification. A minimum would be a Certificate IV in Accounting and Bookkeeping.
2. A minimum of 2 years' experience as a book-keeper.

3. Be a registered BAS agent
4. Experience in payroll, including leave, superannuation and termination payments. Experience with Single-touch payroll.
5. Have an excellent eye for detail, and care about keeping our accounts up to date and error free.
6. Be able to suggest ways of streamlining our processes and keeping up with technological advances.

Secondary selection criteria

- 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.
- Accurate data entry skills & process high attention to detail
- Experience in the not-for-profit sector is desirable.
- Good understanding of accounting principles, general ledgers, financial reporting, COA, BAS, & SGC
- Efficient in Word & Excel
- Must have great organization skills
- Have a professional attitude
- Can work under pressure to meet deadlines
- Motivated and willing to take on new challenges
- Must be able to follow procedures & systems
- Must be able to work unsupervised

Conditions

This is either a part-time permanent position or a contract position of approximately 9 hours per week for 50 weeks per annum. The gross package is \$27,225 per annum.

Our home is an unusual 1938 heritage-listed Drill Hall close to Queen Victoria Market and about 150m from Flagstaff Station. The book-keeper can choose to work in our office or from to work from home though we would prefer the book-keeper to work from our office in the early weeks of the engagement.

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

3.00 pm Friday 29th April 2022.

Interviews will be held soon after the closing date and we hope to confirm the appointment quickly with the successful applicant starting the week beginning 9th May 2022.