

Part Time Position Specification

Job Title:	Accounts Manager / Bookkeeper
Reporting To:	Directors Bloomtools/Wildflower
Office Hours:	9am - 5pm (hours per week 18-21)
Remuneration:	TBD

Role Definition

The Accounts position also creates and maintains financial transactions via The Web Console for Bloomtools head office, clients, resellers and franchisees. These transactions include invoices, receipts and credits.

The financial information created via The Web Console is processed through accounting software (Xero) and reconciled to trial balance.

The Accounts position also liaises with stakeholders such as direct clients, resellers or franchisees to edit and adjust these records where applicable. Monthly, quarterly, bi-annual and annual reporting is produced from these records.

The role also works alongside the CEO in providing insight, and past statistical analysis to ensure future business decisions are based on sound information.

Responsibilities

Accounts payable and receivable responsibilities include:

- Invoicing clients
- Invoicing sellers
- Importing/Processing Payments against invoices
- Recording Accounts Payable & Paying suppliers
- Liaising with Franchisee's, Clients and Resellers with regard to accounts adjustments.
- Cash Flow Management
- Maintain and adjust the budget as variances arise.
- Debt recovery
- Bank Reconciliations

- Daily, weekly, & monthly accounting tasks.
- Daily, weekly & monthly google control sheets update for monthly reporting.
- Maintaining Inventory through accounting software

Reporting responsibilities:

- Profit & loss
- Budget & Cash flow calculations and reporting
- Balance sheet
- Debtors and Receivables reporting
- Any type of reporting required in relation to accounts, banking, sales, purchases and payroll
- Performed monthly, quarterly, annually or as required
- Annual reporting and assemble information for the accountant.

HR Responsibilities:

- Maintenance of all HR Records
- Preparation of employment documentation including
 - Workplace Agreements
 - Confidentiality Agreements
 - Employee Personnel Records
 - Superannuation and Tax Records
- Maintenance of accurate employee leave records
- Keeping abreast of legislation/tax/fair work changes

Payroll responsibilities:

- Weekly payroll processing
- Maintenance of personal and holiday leave staffing levels.
- Monthly/quarterly payment of PAYG
- Superannuation
- Employee record keeping

BAS responsibilities:

- Quarterly BAS preparation and submission.
- Quarterly PAYG and BAS payment.

Statutory compliance responsibilities:

- GST
- BAS
- Work cover

Administration responsibilities include:

- Monitoring and purchase of office supplies
- All mail and postage.
- Organising printing / stationary as required.
- Maintenance of birthday calendar for staff & franchisee's
- Plan, organise and action staff and franchisee birthday gifts and/or celebrations
- Plan, organise and action catering requirements for training and meeting events.

Relevant Skills:

- Xero Accounting Software (proficient)
- Google Sheets / Excel Spreadsheet (advanced)
- Minimum 5 years experience in the same accounts manager / bookkeeping role.

