



Position Description

Position Title:	Accounts Officer/Bookkeeper
Position Type & Hours:	SCHADS Level 4 0.6 FTE (22.8 hours per week) 12 months Fixed term Contract
Position Reports to:	Finance Officer
Direct Reports:	Nil

Organisational Context

Q Shelter has been Queensland's peak body for the housing and homelessness sector ("**the Sector**") since 1993. Q Shelter is predominately funded by the Department of Communities, Housing and Digital Economy, with other income streams including other government grants, membership fees and fees for the delivery of events and services to service providers in the Sector.

Q Shelter currently plays an important role delivering projects to assist in the implementation of the Queensland Housing Strategy 2017-2027 and associated three-year Action Plan.

Key Q Shelter activities include the development and delivery of capacity building products and services, Sector engagement at senior and operational levels, policy work, consultancy services for Sector providers, the Deck (clearing house) website, and various workforce development events.

Q Shelter is a member-based incorporated association, overseen by a Management Committee.

Important qualities

The successful candidate will have a proven track record of supporting reliable financial management, reporting, budgeting, bookkeeping and related financial practices, working to Australian Accounting Standards. The position is a key contributor to good financial administration of Q Shelter.

The candidate will demonstrate a commitment to Q Shelter's vision and purpose. The candidate will be an agile and flexible team player, who is responsive to diverse work requests and changing priorities.

Diversity and inclusion

Q Shelter is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender identity, sexual orientation, disability or age.

We strongly encourage Aboriginal and Torres Strait Islander people to apply for this role. Q Shelter is currently developing an Innovate Reconciliation Action Plan to guide and strengthen our approach to inclusion of First Nations' Peoples.

Approved by:	Executive Director	Date:	23 April 2021
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Role Specification

About the role

This role is primarily focussed on:

- Providing bookkeeping services to all aspects of Q Shelter's operations
- Supporting the maintenance of financial systems and data for reliable accounting records, including Chart of Accounts and bookkeeping to Australian Accounting Standards
- Assisting Finance Officer

Roles and responsibilities

- General bookkeeping and financial management, including:
 - accounts payable, including matching supplier invoices with approved purchase orders, and query where amounts differ with the originator of the purchase order
 - banking, credit and debit card reconciliations and broader expenditure tracking
 - reconciling Accounts Payable and Aged Debtors Reports, to General Ledger control account
- Assist Finance Officer with Payroll activities
- Support the completion of all financial month end procedures, by the Finance Officer
- Support the Finance Officer, in preparing government funding returns
- Contribute to internal financial systems, policies and practices
- Identifying and report to Finance Officer risks associated with financial management
- Supporting Q Shelter's annual external financial audit.
- Maintain asset and supplier registers
- Support the Finance Officer in the annual budget planning process
- Assist Q Shelter staff to develop understanding of financial standards, practices and procedures
- Provide administrative support to Q Shelter activities, as directed by the Finance Officer

Key Stakeholder Relationships

- The Department of Communities, Housing and Digital Economy and other funding bodies
- Housing and homelessness organisations operating in Queensland
- Q Shelter members, sector stakeholders and other associated peak bodies
- Finance Team and Q Shelter colleagues
- Q Shelter Service Providers

Key job requirements

Qualifications

- Qualifications in bookkeeping, accounting or similar discipline or studying towards same

Experience

- Minimum of two years' work experience in general finance and bookkeeping
- The ability to quickly acquire understanding of, the operating environment
- Experience in MYOB and Microsoft applications
- Experience in digital timesheets an advantage



Role requirements

- The successful candidate is required to undergo a criminal history check

Key criteria

Finance and Accounting experience and capability

1. Demonstrated experience and qualifications in providing finance, bookkeeping, and payroll services.
2. Demonstrated experience in providing input to the development and implementation of financial policies, guidelines and practices.

Communication and reporting

3. Well-developed skills in written and verbal communication

Risk and Audit

4. Demonstrated experience and understanding of financial risk identification.
5. Ability to build effective and trusting relationships with key stakeholders.

Behaviours

6. A proven track record in working collaboratively with managers and staff and contributing to teamwork.
7. Willingness to show initiative and confidence in reporting on financial management and related risks.
8. An ability to prioritise deadlines and work autonomously as well as with a team
9. Commitment to the vision and purpose of Q Shelter and capacity to gain understanding of the housing and homelessness sector in Queensland