

## POSITION DESCRIPTION

# ARTS PROJECT AUSTRALIA

<b>POSITION TITLE</b>	Bookkeeper
<b>EBA CLASSIFICATION</b>	Advanced Practitioner
<b>LOCATION</b>	24 High Street Northcote, Victoria
<b>REPORTS TO</b>	Operations Manager
<b>STAFF SUPERVISED</b>	None
<b>BUDGET RESPONSIBILITY</b>	None
<b>DATE REVIEWED</b>	24/1/2019

### ORGANISATIONAL CONTEXT

Arts Project was established in 1974 specifically to:

- support people with intellectual disabilities to use art as a means of expression and participate in the broader arts community;
- promote their work as integral to the broad spectrum of contemporary arts practice;
- facilitate participation in the mainstream art community and encourage meaningful artistic exchange between disabled and non disabled artists;
- broaden understanding and awareness of art by people with intellectual disabilities within the arts and broader communities.

### LOCAL WORK ENVIRONMENT

Arts Project offers studio-based programs staffed by practising artists who provide support and assistance to people with intellectual disabilities who wish to develop and/or improve their artistic skills.

It also runs ongoing exhibition and leasing programs through which artists' work is promoted locally, nationally and internationally across a wide variety of exhibiting contexts including public institutions and commercial galleries.

Arts Project Australia is an equal opportunity employer.

## POSITION SCOPE

The Bookkeeper is primarily responsible for payroll, invoicing and reconciliation of the accounts under supervision of the Operations Manager.

## STAKEHOLDERS

**Internal:** Artists, their families and carers, staff, Arts Project Board of Management, volunteers & members.

**External:** Government funding bodies, philanthropic trusts and corporate sponsors, disability service providers, customers, regulatory bodies, contractors & suppliers.

## POSITION RESPONSIBILITIES

KEY POSITION ACCOUNTABILITIES	KEY PERFORMANCE MEASURES *
<p><b>Culture &amp; Leadership</b></p> <p>Actively encourage the vision, values, principles and practices of Arts Project promoting a productive, creative and inclusive organisation.</p>	<ul style="list-style-type: none"> <li>• Arts Project vision, values, principles and practices are visibly promoted to internal stakeholders.</li> <li>• Artists are treated with respect and dignity.</li> <li>• Organisational reputation built through effective representation of Arts Project at public events.</li> </ul>
<p><b>Financial Administration</b></p> <p>Ensure Arts Project produces timely, accurate and accessible financial records.</p> <p>Support the Operations Manager in the preparation of financial reports, budgets and statistics as required.</p> <p>Maintain an efficient, timely and compliant payroll function.</p> <p>Ensure human resource, supplier and volunteer records and contracts are accurate and up-to-date.</p> <p>Ensure audit and credit management processes are effectively reported.</p>	<p>Required weekly/fortnightly/monthly tasks:</p> <ul style="list-style-type: none"> <li>• Pay supplier invoices fortnightly</li> <li>• Process payroll fortnightly</li> <li>• Record cash receipts and make bank deposits monthly</li> <li>• Conduct a monthly reconciliation of bank accounts</li> <li>• Maintain the petty cash fund monthly</li> </ul> <p>Other tasks as needed:</p> <ul style="list-style-type: none"> <li>• Issue invoices to customers as required</li> <li>• Ensure that receivables are collected promptly</li> <li>• Maintain an orderly accounting filing system</li> </ul>
<p><b>Office and Resource Management</b></p> <p>Ensure compliance and efficient administration support processes are in place to support Arts Project.</p> <p>Effectively manage filing systems and record storage to ensure administration records are accurate, up-to-date and</p>	<ul style="list-style-type: none"> <li>• Offer timely and efficient administration support as needed</li> <li>• Enter data accurately into database.</li> <li>• Ensure maintenance records management and archival systems are maintained.</li> </ul>

appropriately stored.	
Ensure a strong professional client and public focus is maintained.	
<b>Other</b>	
Other duties as directed by the Operations Manager.	

## SELECTION CRITERIA

### Essential Knowledge, Skills & Abilities

- Advanced certificate or higher qualifications in business administration or financial management or equivalent experience.
- Ability to prepare budget reports and meeting financial, administrative and program reporting requirements.
- Demonstrates strong written and verbal communication skills, including negotiation skills.
- Current satisfactory Police Check and Working with Children Check.
- Experience with MYOB.

### Desirable Knowledge, Skills & Abilities

- Experience with not for profit organisations.
- Experience with Salesforce database.