

## IWC Role Statement

**ROLE TITLE:                      Accounts Officer**

<b>REPORTS TO:</b>	<b>Business Manager</b>
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<b>DATE PREPARED:</b>	<b>March 2010</b>
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<b>PREPARED BY:</b>	<b>SST</b>
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### PRIMARY PURPOSE OF THE ROLE:

- ~ Provide strong support to Business Manager and Business Services Team;
- ~ Assist with accounts and bookkeeping processes and reporting;
- ~ Help to maintain a Contract Management System;
- ~ Contribute to the achievement of customer satisfaction by delivering a high quality responsive service.

### CUSTOMERS

- ~ Chief Executive; Business Manager & Business Services Team
- ~ Executive Manager, E&T Senior Lecturer, Project Managers; Project Teams
- ~ Internal & External Auditors, External Clients and Subsidiaries.

### KEY ACCOUNTABILITIES

#### Accounts

- ~ Provide strong assistance to Business Services Team for accounts tasks as follows:  
Accounts payable; Accounts receivable; Accounts filing; MYOB data entry; Banking; Payroll; Superannuation; tax payments (GST, PAYG, payroll tax)
- ~ Work with Business Manager, Business Services Team, Program Managers, Project Managers, Project Teams, Clients and Subsidiaries to ensure that all accounts tasks and processes are completed accurately, efficiently and in a timely manner;
- ~ Support and maintain efficient filing and archiving for all accounts documentation;
- ~ Assist Business Manager and Business Services Team with compiling financial and management reports;
- ~ Support Business Manager and Business Services Team with internal and external audits;
- ~ Assist in liaison with clients, suppliers, members and subsidiaries.

#### KEY ACCOUNTABILITIES *(continued)*

##### General responsibilities

- ~ Assists with general office management as necessary e.g. stationery, office equipment, kitchen, board-room, catering, receptionist etc.;
- ~ Contribute to an efficient and effective team operation by providing assistance and support to IWC staff;
- ~ Ensure that confidentiality on sensitive issues is maintained;
- ~ Undertake all work and ensure personal conduct is in accordance with company policies and procedures and relevant legislation, including the Occupational Health & Safety Policy, EEO and Sexual Harassment Policy, Fraud Policy, Environmental Policy, Awards and agreements.

#### KEY SELECTION CRITERIA

##### ESSENTIAL:

- ~ Minimum 3 years accounting / bookkeeping experience
- ~ High level of competency in working with MYOB
- ~ High level of attention to detail;
- ~ Intermediate level of competency using MS Excel and MS Word;
- ~ Demonstrated capacity to quickly structure and analyse tasks, processes and problems;
- ~ Demonstrated ability to work independently and in a team as required, and to manage own time and priorities;
- ~ Ability to maintain confidentiality of sensitive information.

##### DESIRABLE:

- ~ Experience in using MS ACCESS

#### FLEXIBLE HOURS

- ~ 25 hours per week; with Mondays requiring 7-8 hrs for payroll processing;
- ~ Remaining hours flexible.