

## **Accountant/Bookkeeper**

- Full-time permanent position – Sydney office
- WFH available, additional leave and salary packaging some of many benefits on offer
- Work for a leading national charity working with Aboriginal and Torres Strait Islander remote Communities across Australia

## **About our organisation**

The Indigenous Literacy Foundation (ILF) is a national charity working with Aboriginal and Torres Strait Islander remote Communities across Australia. We are Community-led, responding to requests from remote Communities for culturally relevant books, including early learning board books, resources, and programs to support Communities to create and publish their stories in languages of their choice.

## **Role responsibilities**

You will report into COO in this rewarding opportunity and be a key support in maintaining financial processes, ensuring precise record-keeping, and meeting financial deadlines efficiently and accurately.

- Ensure accurate and updated financial records (Employment Hero and Xero accounting software are the systems used)
- Oversee AP/AR (invoice processing, payments, receipts as well as ensuring payments are up to date)
- Be responsible for bank reconciliation and resolving any discrepancies promptly.
- Process a fortnightly payroll (this includes responsibility for calculating salary sacrifice, HECS calculation and more)
- Regular and ad hoc financial reporting (such as month end, GST/BAS statements), ensuring compliance with relevant financial regulations and standards.
- Support with audits as required.

## **Essential Requirements**

You will demonstrate a strong connection to the cause of the organisation, as well as respect for Aboriginal and Torres Strait Islander cultures. You will also have a desire to contribute to meaningful work.

- Qualifications in Bookkeeping, accounting or similar, as well as robust experience with financial management, reporting, and control
- Familiarity with Employment Hero and Xero, or similar accounting systems as well as hands-on payroll and superannuation experience
- Advanced Excel knowledge
- Excellent time management skills as well as the ability to build relationships and manage stakeholders in a small team environment
- Excellent communication skills (both written and verbal)

- Hold a current Working with Children Check and be able to complete a satisfactory Police Check

**How to Apply**

To be considered for this position please apply now with your resume directly through to Katharine Elkan, Head of HR, [katharine@ifl.org.au](mailto:katharine@ifl.org.au)