



Position Description Bookkeeper

Employer Chenrezig Institute	Department Finance & Administration	Title Bookkeeper
Employment Status Casual or Contract	Location Onsite	Hours (pw) 15 hrs Paid Tues - Thurs 3hrs Voluntary
Manager Centre Director	Supervisor Centre Director	Position Approved
Mandatory Qualifications/Skills * 5+ years experience in a similar role * Proficient in Xero accounting Payroll, PayPal, BAS & IAS	Preferred Qualifications/Skills * Knowledge of Google Workspace * Auditing preparation experience	Desirable * Familiarity with Chenrezig Institute and its Spiritual Program. * Experience in the NFP sector

Summary Description

The Bookkeeper is responsible for the daily financial operations of Chenrezig Institute (CI). You will have meticulous attention to detail in record keeping, be reliable, trustworthy, with a willingness to learn. You will carry out the position through leadership, demonstrating initiative, innovation and balanced dharma/business approach. In addition, you will support the Centre Director and management team and general operations through effective time management and comprehensive organisational skills.

Primary Responsibilities

1. Daily data entry, bank reconciliation, accounts receivable (and credit control), accounts payable, payroll processing, tax filing including BAS, compliance and reporting
2. Provide direction and oversight of the CI budget development, implementation & related controls
3. Provide financial analysis & reporting through the use of Xero
4. Provide budget reports to the Chenrezig Treasurer, which demonstrate a thorough knowledge of the 'business' operations and strategies



5. Utilise continuous improvement practices to ensure CI 'business' operations are effective, financially sound and provide value for money to the customer
6. Devise and implement Procedures relevant to the role, plus develop relevant Policies for Executive Committee review
7. Liaise with all entities to ensure compliance in the relevant areas eg: Auditors, ATO etc
8. Liaise with external suppliers to ensure value for money and work practices which align with FPMT values

Secondary Responsibilities

1. Managing existing resident policies, onboarding new tenants and contracts.
2. Provide assistance and report on platforms for Grants, Fundraising & Project development
3. Provide support and advice to Line Managers as it relates to Finance & Administration
4. Develop practical InfoTech policies being mindful of functionality, operational and budget constraints
5. Understanding and navigation of various databases and business software programs

Key Performance Indicators

1. Meet monthly with the Centre Director and Treasurer and to present a budget report, prepared in accordance with agreed parameters
2. Meet fortnightly with the Centre Director and present an operational update
3. If WFH, attend quarterly on-site coordination/reporting meetings
4. Develop annual budget (April to May) in consultation with Treasurer, 'Line Managers' (Centre Director, Spiritual Program Coordinator, CNC Representative & Art Studio Manager
5. Provide a monthly report to the Treasurer and Centre Director on Grants, Fundraising & Project Development
6. Ensure all Supply Chain participants are paid as agreed (AP) and Accounts Receivable are reviewed/reported monthly.

Equipment

Chenrezig Institute will provide a fully equipped office environment onsite. Online access to all tools and software as required to carry out the role

Policies & Procedures

- Working in accordance with all Chenrezig Institute HR Policies & Procedures
- Commit to the FPMT Ethical Policy and Protecting from Abuse Policy