

Position Description

Position:	Assistant Accountant
Reports to:	Finance Manager
Employment Type:	Full Time (1.0 FTE)
Salary/Work Pattern:	Level 4 under the Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Based in Footscray (The ASRC offers flexible Working Arrangements, including the ability to work remotely)

Organisational Context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

ASRC Finance Program

The Finance Department is responsible for providing financial services and compliance to the organisation. With a small team, the department ensures good financial governance and provides support services to other Directors, the CEO and the General Manager. The department handles all financial transactions, including payroll, and provides budgetary assistance as required to the various streams. Full reporting on a monthly basis is required to be provided to Management and the Finance Sub-Committee.

The Role

The Assistant Accountant is responsible for supporting daily and monthly operational transactions and reconciliations, which lead to good governance and financial stewardship. The position works closely with the Finance Manager and Accountant to ensure timely and accurate data capturing and reporting.

Specific Duties

The Assistant Accountant will be responsible for the following duties:

- Accounts Payable
- Account Receivable
- Assisting with reconciliations, payroll, legislative returns and managing cash reserves in line with organisation's reserves policy
- Assisting with developing and/or modifying processes to improve efficiencies
- Petty cash reconciliation
- Any other ad-hoc duties in line with the level of the position, as requested by the Finance Manager or Director of Finance.

Selection Criteria

Essential:

- Undergraduate degree (or nearing end) in Accounting, or experience in an accounting or bookkeeping environment
- Excellent numeracy skills with attention to detail
- Excellent organisational, written and verbal communication skills
- Excellent analytical skills
- MS Excel proficiency
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- Ability to show initiative and work to tight deadlines
- Demonstrated knowledge of the context and requirements of the community sector (desired) and a passion for the work of the ASRC.