

Job Description

Role:	Finance Officer / Bookkeeper
Location:	Basketball ACT Head Office
Status:	Part Time (20-30 hours per week - negotiable)
Salary	\$70,000 per annum (pro rata) + super
Work hours and conditions	The position offers flexibility in the specific hours worked, in consultation with the CEO.

Job Purpose:	The primary function of this position is to oversee the in-house day to day financial management of the organisation and provide accounting support to the CEO as required.
Reports To:	Basketball ACT Chief Executive Officer (CEO)
Direct Reports:	Finance Assistant
Board/Committee Memberships:	NIL - however some involvement with the Finance Audit and Risk Committee will be required at times.
Organisational Background & Context:	<p>Basketball ACT is recognised by Basketball Australia and the ACT Government as the governing body for the sport of basketball in the ACT, and conducts competitions, development and performance programs throughout the region.</p> <p>Basketball ACT has approximately 10,000 registered participants each year, ranging from 5 to 70 years of age and involved in competitions, introductory and development programs. With over 780 teams, Basketball ACT is one of the largest basketball associations in Australia and has over two hundred referees and officials.</p> <p>Basketball ACT owns and operates its own four indoor court facility at 42 Oatley Court Belconnen ACT.</p> <p>Basketball ACT is a community, member based, not-for-profit organisation and works closely with school and community clubs in the delivery of basketball.</p>
Responsibilities (but not limited to):	<p>Accounting and Finance responsibilities include:</p> <ul style="list-style-type: none"> • Managing the organisation's accounts payable and receivable functions including the management, collection and reporting of outstanding debtors • Ensuring the timely and accurate generation of invoices • Managing bank account reconciliations and resolving related queries • Management of month-end processes • Preparation of monthly journals and reconciliation of the general ledger • Management of the organisation's payroll, superannuation, BAS and PAYG requirements

	<ul style="list-style-type: none"> • Management of the organisation's asset register and depreciation schedules • Maintenance of accurate records and filing • Assisting with the preparation of budgets and finance related reporting (including grant acquittals) • Liaising with external accounting providers and auditors • Assistance with the preparation and completion of the organisations annual audit • Establishing financial controls and processes as required • Other accounting related tasks as required.
Key Relationships:	BACT staff, Member Clubs, suppliers and customers.
Accreditations	Obtaining and/or maintain a Working with Vulnerable People (WWVP) check/card.
Qualifications:	Tertiary qualification in accounting (or equivalent)
Key Competencies:	<ul style="list-style-type: none"> • Minimum 3 years' experience in a similar role • Financial literacy, including the ability to present financial data • Experience with Xero accounting system • Attention to detail • Experience with Payroll awards and related employment paperwork • Excellent interpersonal skills, written skills and professional verbal communications skills with a good telephone manner • Computer literate, with keyboard skills and experience with Microsoft Word and Excel, combined with the ability to acquire other skills as necessary (i.e. databases and spread sheets) • Ability to work individually, take responsibility where necessary and to work as part of a team • The ability to coordinate and prioritise multiple tasks, and meet deadlines • Exceptional time management skills and high personal efficiency
Desirable	<ul style="list-style-type: none"> • Previous experience within a not for profit or sporting organisation highly desirable