



Heytesbury District Landcare Network Position Description

Title:	Accounts Officer
Employer:	Heytesbury District Landcare Network
Tenure:	Part Time (up to 8 hrs/week) – Flexible, according to workload
Remuneration:	\$22 per hour
Reports to:	The position reports to the Landcare Coordinator, Heytesbury District Landcare Network.
Application closing date:	Extended to 5pm Friday January 13, 2012

Objectives

This position will provide the necessary support to the Heytesbury District Landcare Community for its continued success in a changing environment.

Key Responsibility Areas

1. Payroll for Heytesbury District Landcare Network (HDLN) employees.

- Ensure that all employees are paid fortnightly
- Process allowances and leave entitlements when required
- Superannuation
- Monthly PAYG reporting to ATO

2. Accounts payable and receivable.

- Process all accounts payable and receivable.
- Quarterly BAS reports to ATO
- Account reconciliations.
- Tracking of project balances.
- Recipient Tax Invoice generation for project reimbursements.

3. Desired skills/selection criteria:

- Accounting / Book keeping skills.
- Excellent computer knowledge, experience in Cashflow Manager (accounting program) would be an advantage but not essential.
- Excellent communication skills and the ability to work as part of a team.
- Carry out duties in a responsible and professional manner with strong consideration for sensible OH &S and work place relations.

4. Other Relevant Information

- The position will operate from the HDLN Landcare Resource Centre based in Timboon with all office facilities and equipment supplied.
- Hours are flexible.
- No holiday leave, personal leave or superannuation is attached to this position.

- The Accounts Officer may be required to attend evening meetings to present finance reports to the Executive Committee.
- Time sheet to be completed when directed by the HDLN Landcare Coordinator.
- An initial probationary period of 3 months will be undertaken prior to continued employment.

5. Applicant information

- Further enquiries regarding this position should be directed to the Heytesbury & District Landcare Coordinator on (03) 5598 3755.

Applications close 5.00pm 5pm Friday January 13, 2012

Application (including 3 references) should be addressed to;

Accounts Officer Position
Heytesbury & District Landcare Network
PO Box 69
Timboon VIC 3268

All applications should be marked '*Private and confidential*'. As part of your application you should include:

- A succinct resume containing contact information (full name, address and daytime contact number) and a summary of your work experience including where you have worked, positions held, and period of employment and brief details of duties performed.
- The names, position titles and telephone numbers of at least 3 professional referees who could provide comments on your ability to meet the selection criteria.