



Reconciliation NSW

Position Description

Position Title:	Accounts Officer
Reporting to:	Chief Executive Officer
Base location:	Sydney CBD and WFH
Status:	Contract
Period:	Contract
Classification:	Social, Community, Home Care and Disability Services Industry Award
Last updated:	December 2024

About NSW Reconciliation

Established in 1997, NSW Reconciliation is the peak non-profit organisation working to support, educate and inspire the people of NSW to engage in reconciliation.

Our members include First Nations and non-Indigenous people and organisations working together to advance reconciliation in their communities. Through our board, our members, Local Reconciliation Groups, volunteers, and partners, our programs and public events aim to support, educate and inspire the people of NSW to create a more reconciled, just and equitable community for Aboriginal and Torres Strait Islander peoples and other Australians in NSW.

We are a small team supported by a fantastic board. We are busy as the work we do is gaining recognition as more community groups, schools and corporates seek to engage with our work to better educate their staff, students & members. Our team works closely and are hands on with many of the programs we run. The culture is supportive, inclusive, and flexible and we like to have fun at work.

Position Summary

This key role is responsible for the successfully overseeing and managing our company's financial records, ensuring accuracy, compliance, and timely reporting. The successful candidate will play a key role in maintaining financial stability and supporting decision-making by providing accurate financial data to management.

Key Responsibilities

- **General Accounting:** Manage day-to-day financial operations, including accounts payable, accounts receivable, and payroll processing.
- **Financial Reporting:** Prepare monthly, quarterly, and annual financial reports, including balance sheets, profit and loss statements, and cash flow forecasts.
- **Bank Reconciliation:** Perform regular reconciliation of company bank accounts and credit cards.
- **Tax Compliance:** Preparation and lodgement of BAS (Business Activity Statements) and other tax-related filings. Ensure compliance with Australian taxation laws.
- **Budgeting & Forecasting:** Collaborate with CEO to prepare annual budgets and financial forecasts.



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- **Invoicing & Payments:** Prepare and send invoices to clients, track payments, and manage collections.
- **Record Keeping:** Maintain accurate and organised financial records, ensuring they are compliant with industry standards and regulations.
- **Financial Advice:** Provide financial insights to management to help with business decisions, cost control, and profitability.
- **Ad hoc Duties:** Assist with other financial tasks as needed, including audits, reporting, and project-based financial analysis.

Skills, Qualifications and Experience

- Initiative and a strong work ethic.
- Excellent communication and interpersonal skills presenting information in a clear and accessible manner.
- Knowledge of the historical and contemporary matters impacting Aboriginal and Torres Strait Islander people, specifically those in NSW.
- Experience with, or interest in learning more about Aboriginal and Torres Strait Islander culture and issues that impact their communities and why reconciliation is a priority of our organisation.

Key Requirements:

Qualifications:

- Tertiary qualification in Accounting, Finance, or a related field (e.g., CPA, CA,).
- Registered Bas agent

Experience:

- Proven experience in accounting/bookkeeping roles
- Strong understanding of Australian financial regulations and tax laws.
- Experience using accounting software Xero

Skills:

- High attention to detail and accuracy.
- Strong organisational and time management skills.
- Proficient in Microsoft Excel and other accounting software.
- Strong communication skills, both written and verbal.
- Ability to work independently and as part of a team.

Personal Attributes:

- Strong problem-solving skills and initiative.
- Ability to meet deadlines.



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- A proactive approach to identifying and resolving financial discrepancies.

Benefits

- Flexible, hybrid work environment
- Work in a highly committed small team

To Apply

To apply for this position, please upload Cover letter and CV via ethical jobs website.

This position is not identified; however, we strongly encourage Aboriginal or Torres Strait Islander candidates to apply.

Successful applicant will need to undertake Federal Police Criminal Check

Acknowledgement

Reconciliation NSW acknowledges the traditional owners of the country throughout NSW and recognises their continuing connection to land, waters and community. We pay respect to them and their cultures, and to their elders both past and present. We respect Aboriginal peoples as the First peoples and custodians of NSW.