Bookkeeper Level 5 - Position Description

Position Overview

Award	Clerks - Private Sector Award 2020
Award Classification	Level 5
Position Title	BAS Agent/Bookkeeper
Position Hours	22.8 - 38 hours/week
Position Reports to	People & Culture Manager (P&CM) & Practice Manager (PM)
Reporting to the Position	On occasion Bookkeeper Level 1,2, 3 & 4 On occasion Accounts Payable Level 2 & 3
Location	Work from Home and/or at a specific client's office when applicable (location TBA).

Position Purpose

The Bookkeeper's role is to provide bookkeeping services to clients of Numble Pty Ltd (NUM). This includes regular ongoing services to specific clients assigned to the Bookkeeper, as well as ad hoc relief and review work for other bookkeepers' clients.

The Bookkeeper supports our clients' businesses by managing their bookkeeping requirements in accordance with NUM standards and procedures, and in compliance with the Tax Agent Services Act 2009 (TASA). This includes participating in the development, implementation and evaluation of systems, policies and procedures to sustain effective internal reporting requirements. From time to time, the Bookkeeper may also provide training to, and peer review the work of, other NUM staff and independent contractors as directed.

Key Responsibilities and Duties

1. BAS Services

Undertake reconciliations, prepare reports & schedule payments associated with taxation, including for GST, PAYG Withholding, PAYG Co Tax Instalments, Payroll Tax, etc.

Provide advice concerning BAS provisions, including GST, Superannuation, Fringe Benefits Tax (relating to collection and recovery only), PAYG Instalments and Taxable Payments Reporting (TPAR).

With client approval, facilitate discussions with the Australian Taxation Office (ATO) in relation to BAS provisions.

With client approval, facilitate lodgement with the ATO of Business Activity, Installment Activity statements, Single Touch Payroll (STP) and Taxable Payments Reports (TPAR) .

With client approval, facilitate lodgement and payment to relevant state authorities of Payroll Tax information on a monthly and/or annual basis.

With client approval, facilitate lodgement to relevant authorities of Superannuation information on a monthly and/or quarterly basis.

2. Payroll Processing

Maintain agreed confidential employee wage and salary records.

Process employees' pays and maintain employees' entitlements.

Reconcile and prepare PAYG Tax Withheld and Superannuation payments in line with ATO requirements.

Reconcile and prepare Single Touch Payroll (STP) lodgements, in relevant software in line with ATO requirements.

3. Reconciliation of Key Accounts

Reconcile bank/credit card accounts as agreed.

Reconcile other accounts as required, including but not limited to, petty cash, loan accounts, PAYG Tax payable, Superannuation payable and GST accounts.

Undertake other administrative tasks as required.

4. Management of Cash Flow and Reporting

Assist the client to manage all aspects of their cash flow, including accounts payable and receivable, debtor control and on-time reporting of their business' cash flow position. Ensure critical issues are escalated in accordance with client requirements .

Generate reports to the frequency required, such as (but not limited to) BAS, IAS, Balance Sheet, Profit & Loss, Debtors & Creditors and Payroll reports.

Generate other client-specific reports as required.

Raise invoices and/or purchase orders, maintaining levels of delegated authority.

Communicate with the client's accountant as required and provide relevant reports and information to facilitate their work in relation to the client's ongoing business and tax requirements.

5. Job Costing

Create new jobs and allocate income and expenses to jobs accordingly.

Generate relevant reports, such as Job Profit & Loss and Job Exceptions reports.

6. Review and Training Responsibilities

Provide training to new and existing clients and other NUM employees and independent contractors in the set-up and operation of relevant software and applications.

Review and report on existing client software set-up and operation as well as client systems and procedures.

Provide feedback and suggest improved practices for client operations.

In line with NUM policies and procedures, conduct peer reviews of NUM employees and independent contractors' work, and report to the relevant NUM manager on the outcome.

7. Other Responsibilities

Maintain the client's company asset register as required.

Maintain the client's business-related insurances as required.

Provide services to NUM clients as outlined in the individual client Scope of Work (SOW). If the client requests work outside of the original SOW, advise the relevant NUM manager to ensure a new SOW is entered into and appropriately costed.

Provide general support to the client as required.

Maintain, install and update relevant software on your personal computer and/or on the client's computer system to facilitate the processing of information.

Comply with all internal NUM procedures and policies and those agreed with the client.

Comply with the Tax Agent Services Act 2009 (TASA) and the Tax Practitioner's Board Code of Professional Conduct at all times.

Update all aspects of the NUM client "Bookkeeping Overview" at least annually, or when significant changes in a client's bookkeeping procedures occur and provide the updated Overview to the NUM office.

Escalate issues of concern to the NUM People & Culture Manager or other relevant NUM manager.

Liaise with NUM admin staff to maintain booking, scheduling and reporting requirements and update your NUM work on-line calendar as assignments change.

Update online timesheet program at the conclusion of each day of work. Where applicable, ensure an on-site timesheet is completed and signed by yourself and an authorised representative of the client and emailed/faxed to the NUM office at the conclusion of each day of onsite work.

Attend relevant seminars and training sessions and report on learning outcomes as requested.

Undertake other duties as required.

Key Result Areas	**Key Performance Indicators**
Client Satisfaction	Bookkeeper able to maintain long-term relationship with client/s. Positive feedback received from client/s.
Quality	All aspects of the job carried out to high level of accuracyand with the correct level of detail. Positive feedback received following peer review of work.
Time Management	All aspects of the job carried out on time and without extensions. All internal reports completed on time for the NUM People & Culture Manager and/or NUM Director/s.

Professional/ Technical Knowledge	All advice provided to the client is timely and accurate. Up-to-date knowledge of changes in software and other areas of expertise is demonstrated. BAS agent registration is maintained.

Person Specification

1. Qualifications

Registered as a BAS agent.

As a minimum: Certificate IV in Bookkeeping or Certificate IV in Accounting or Certificate IV in Financial Services (bookkeeping) as required by the Tax Agents Services Act 2009 (TASA).

Minimum 3 years of Bookkeeping experience in Australia.

2. Knowledge

Knowledge and understanding of small and medium business operations in Australia

As a minimum: to undertake and record the continuing professional education (CPE) requirements as described by the Tax Practitioners Board, under the Tax Agents Services Act 2009 (TASA).

A willingness to maintain current, and acquire new knowledge and skills in relation to the role of Bookkeeper/BAS agent.

Demonstrated efforts to keep abreast of bookkeeping-related developments through avenues such as membership of a professional bookkeeping association, attendance at professional courses etc.

Advanced knowledge of ATO requirements relating to BAS, IAS, PAYG, STP and superannuation.

Demonstrated understanding of client accountant’s information requirements relating to the preparation of FBT returns and ATO PAYG Payment Summary reporting requirements in relation to employee fringe benefits.

Employees at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give advice or information to the organisation and clients in relation to specific areas of their responsibility.

3. Experience and Skills

Bookkeeping and/or accounting experience across a range of industries and companies.

Advanced proficiency in Word, Excel and email programs, to the extent of developing complex documents.

While applicants will be considered on a case-by-case basis, at least 3 years experience using Australian bookkeeping software is essential.

An excellent standard of verbal and written communication skills in order to convey information that is clear and concise, and to accurately comprehend information received.

Ability to autonomously plan and organise workflow in order to meet client requirements, deadlines and internal requirements of NUM, while maintaining accuracy and attention to detail.

Employees at this level are responsible for their own work and may have delegated responsibility for the work under their control or supervision including scheduling workloads, resolving operations problems, monitoring the quality of work produced and counselling staff for performance and work related matters.

4. Competencies

Demonstrated client services focus, with strong motivation to exceed client requirements.

Ability to train and supervise employees and independent contractors in lower levels by personal instruction and demonstration.

Strong personal and professional ethics.

Ability to represent NUM with tact and diplomacy.

Ability to demonstrate teamwork and collaboration.

Willingness to contribute to continuous improvement activities.

5. Other Requirements

Due to the wide range of clients serviced by NUM, their locations and the nature of their facilities, there may be variations in employment conditions (such as the need to climb stairs to access premises).