

## **Junior Accountant – Job Ad**

### **Calling experienced, detailed, and organised Junior Accountant!**

#### **About Gidget Foundation Australia**

Gidget Foundation Australia (GFA) is the largest and only national provider of free specialist perinatal mental health psychological services to support the emotional wellbeing of expectant and new parents.

#### **The opportunity**

Due to organisational growth, a unique and exciting opportunity exists for a Junior Accountant to join our growing, passionate team on a part-time basis. As a key member of our team, you will be responsible for maintaining accurate financial records, managing accounts payable and receivable, reconciling bank statements, and preparing draft financial reports and grant reporting for our board and external stakeholders. You will also have responsibility for managing our monthly payroll. You will be supported in the delivery of your role by our external accountants.

#### **Some of the day to day**

- Maintain accurate financial records using our accounting ledger system, Xero.
- Manage accounts payable and receivable including processing of invoices, issuing payments, and following up outstanding balances.
- Reconcile bank statements and credit card transactions to ensure accuracy and completeness of financial reporting.
- Prepare payroll using our HR payroll system Employment Hero, including recording employee hours, and ensuring compliance with relevant legislation and awards.
- Prepare financial reports, including balance sheets, income statements, and cash flow reporting as needed.
- Assist with budget preparation and monitoring including providing input on revenue and expense projections and tracking actual performance against budget.
- Ensure compliance with accounting standards and regulations.
- Liaise with external accountants and other stakeholders as required.

Our ideal candidate will have:

#### **Essential Criteria**

- Certificate IV in Accounting or equivalent preferred.
- Minimum of 5 years' experience in bookkeeping or accounting.
- Strong knowledge of accounting principles and practices.
- Proficiency in accounting software, including Xero.
- Proficiency in Microsoft suite, including Microsoft Excel.
- Excellent attention to detail and organizational skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team, and to work effectively with internal and external stakeholders.

#### **Desirable Criteria**

- Experience working in a not-for-profit organisation.

**Employment**

This position will be 2-3 days/week (negotiable), with hybrid work arrangements available.

**Contract**

This role will initially be contracted for a 2.5-year period, aligned to Grant Funding.

**Sounds perfect for you?**

Please submit cover letter with your resume to [recruitment@gidgetfoundation.org.au](mailto:recruitment@gidgetfoundation.org.au)

Prior to appointment, where applicable, GFA employees are required to provide evidence of:

- Criminal record check
- Working with Children Check
- Vaccination against Covid-19
- Applicable qualifications and experience

**Child Safe Principles**

GFA is a Child Safe organisation which complies with the National Principles for Child Safe Organisations. All Staff, contractors and volunteers are expected to comply with these principles.

Gidget Foundation Australia is committed to achieving a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islander people and those who identify as LGBTQIA+.