



Position Description: Accountant for Permaculture Australia

Job title	Accountant
Reports to	Treasurer and Permaculture Australia Board of Directors

Position Scope and purpose

The Accountant is central to the operations of Permaculture Australia, a company limited by guarantee and a registered charity and environmental organisation. The position is one of four part-time paid positions within PA.

The Accountant is responsible for facilitating the recording and reporting of accounting information, ensuring compliance with reporting obligations to relevant authorities and, preparing and assisting in the analysis and reporting of historic and forecast financial information. Importantly, they assist in PA's continuity by being a store of financial, company secretarial and corporate information, advising the Board as appropriate. They liaise with the Treasurer in ensuring the financial affairs of the organisation are legal, constitutional and within the accepted accounting practise and report to the Board of Directors.

Duties and responsibilities

- Make payments and bank monies received in a timely manner. Create and send invoices. Reconcile bank accounts regularly.
- Payroll administration, including PAYG and superannuation and compliance with Federal Government programs where applicable.
- Ensure financial controls are adhered to, such as bank signing procedures and purchase order authorisations.
- Assist each new board with their induction, including appointing new bank signatories and retiring old ones.
- Ensure accounting and other information is secured and backed up, with password security, anti-virus software applied and other measures in place as appropriate.
- Provide monthly management accounts to the Board of Directors via the Treasurer and assist with the analysis of that information.
- Provide Membership Manager with information and assistance, including invoicing for bulk member sign ups, when required.
- Provide financial information to teams as appropriate.

- Provide the Permafund Team with information and assistance including monthly financial reports and effecting payments to grant recipients.
- Assist in compliance reporting such as to the ACNC, Register of Environmental Organisations, Tax Office, ASIC.
- Assist the Treasurer and Secretary in the preparation of the Annual Report and AGM
- Provide information requested by auditor/reviewer
- Establish and/or maintain documentation of processes, stored centrally, to ensure a smooth handover or backfill should the need arise.
- Assist in the preparation of budgets, forecasts and business plans for the organisation and for projects by ensuring correct bookkeeping to projects is done
- Other work as directed by the Treasurer and PA board.
- Regular communication with the Treasurer via email and virtual meetings forums is required

Qualifications, Skills and Experience

Essential:

1. Accounting qualifications and/or equivalent experience
2. Skilled in using accounting programs, ideally MYOB software
3. Experience in payroll processing, PAYG and Superannuation for Salaried staff and BAS reporting
4. Demonstrated ability to work independently with limited supervision.
5. Demonstrated ability to communicate clearly and provide succinct financial advice/explanations to others with limited financial understanding.
6. High level of organisational skills including managing time effectively and meeting deadlines.
7. Proven high level of honesty and integrity, consistent with position of trust.
8. Demonstrated ability to liaise/negotiate with others as needed.
9. Membership of Permaculture Australia or commitment to do same

Desirable

10. Experience in Not for profit accounting.
11. Paypal experience
12. Experience with Permaculture Australia or a similar organisation
13. Experience working in with volunteers and/or a Board of Directors

Working conditions

Working days/hours are flexible. The position activities are conducted virtually/online and via email and phone. You will work from your home office and reliable, high speed internet access is a requirement. Inter-meeting communication is by group email and virtual meeting forum software.

On occasion you may be required to join meetings out of normal business hours to explain financial information. You are expected to attend the Annual General Meeting.

Contract, Pay and Time Commitment

This position is ongoing and offered in the first instance as a contract up until end of April 2022, with a review after 6 months in the position.

Payment is up to 10 hours per month at a rate of \$35 per hour.

Payment is contingent on submission of invoice to maximum \$350 per month under contractor arrangement (ABN required).

Direct reports

None

Approved by:	<i>Permaculture Australia Board of Directors</i>
Date approved:	<i>28th October 2020</i>
Reviewed:	Annual review prior to the AGM each year. Next review date: April 2021