



POSITION DESCRIPTION RDAV

Bookkeeper

Title:	Bookkeeper
Classification:	Rate per hour \$23 to \$35 subject to experience
Reports to:	RDAV Board - Treasurer
Direct Report:	N/A

Objectives of the Organisation:

Riding for the Disabled Association of Victoria (RDAV) is a specialist sporting and recreational equestrian organisation that adapts saddles, equipment, coaching techniques and horse education to assist riders with a disability meet their sporting, recreation and health goals. RDAV operates in 34 locations throughout Regional and Metropolitan Victoria.

RDAV provides support to all RDAV centres located around the State including but not limited to:

- Rider registration and advocacy
- Volunteer registration and resources
- Competition and other event opportunities for riders
- Coach training, mentoring and support
- Regulatory compliance (GST, insurances, accounts, audits etc)
- Risk management
- Overall brand awareness through website, social media sites and general promotion of the organisation

Objectives of the Position:

The State Office Bookkeeper is key to ensuring the overall success of RDAV's State Office and regional centres and is part of a team providing support to the RDAV Board and Centres. The role requires a leader with demonstrated understanding of diverse and decentralised organisational structures, financial accounting and reporting, business process, internal controls, budgeting and forecasting, office administration and people leadership and management. The State Office Bookkeeper is required to represent RDAV professionally and ethically at all times with Government and key stakeholders.

Key Relationships:

- RDAV Treasurer, specifically in regard to financial reporting and governance
- RDAV Centre's Treasurer
- RDAV State Office Manager
- RDAV Board
- External Auditors
- State Government departments

Key Performance Indicators:

Operational:

- Develop and maintain an effective internal control environment, including appropriate segregation of duties, maker/checker controls, bank reconciliations and balance sheet substantiation.
- Maintain RDAV's chart of accounts.
- Appropriately book and record all **State Office** financial transactions in State Office's accounting system.
- Where agreed, appropriately book and record **all Centre** financial transactions in RDAV's accounting system.
- Process RDAV's payroll.
- Ensure receivables are settled on a timely basis.
- Ensure payables are appropriately managed, including optimising cash flow through early payment discounts and credit terms.
- Comply with quarterly ATO Business Activity Statement requirements.
- Establish and develop relationships with Centre Treasurers to ensure appropriate financial governance is established and maintained at the Centre level.
- Provide appropriate training, guidance and support to the Centre Treasurers.
- Achievement of specific objectives and goals in line with organisational strategy as set by the RDAV Board.
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Budget, Forecast, Reporting and Audit:

- Together with the RDAV Board, RDAV Treasurer and State Office Manager, develop State Office's annual budget.
- Meet regulatory and legislated reporting requirements.
- Prepare monthly State Office financial position and performance report to the RDAV Treasurer and State Office manager, including budget to actual analysis.
- Provide financial reports and analysis to the RDAV Board, RDAV Treasurer and State Office Manager, as and when required.
- Prepare annual financial report.
- Coordinate annual financial audit.

Qualifications:

- Tertiary qualification in accounting or book-keeping (e.g. Cert IV minimum)
- BAS agent qualification

Experience:

- 5+ years' experience in book-keeping, financial statement preparation and BAS reporting and demonstrates a sound understanding of process and controls



Skills Required:

- Multi-tasker
- Self-starter
- Ability to operate independently
- Resilience
- Patience
- Ability to teach and influence outcomes.

Health, Safety and Environment Responsibilities:

All staff are required to be compliant with OHS legislation for their own health and safety and that of other personnel who may be affected by their conduct.

Working With Children Check / National Police Check:

All RDAV office staff are required to be compliant with regulations and undertake a Working with Children's check prior to commencing employment. A National Police check must be obtained.

Privacy Notification:

RDAV requires personal information relevant to your employment. The collection and handling will be consistent with the requirements of the Privacy Act.

All applicants must be eligible to work in Australia.