

Position Overview

Position Title: Accounts Manager

Location: Beaufort Centre, L3 82 Beaufort Street, Perth WA 6000

Hours: Part-time, flexible up to 15 hours per week

Term: 12-month fixed-term contract

Remuneration: competitive market-based remuneration

Reports to: Chief Executive Officer

Direct Reporting Staff: Finance Officer

Other benefits: Generous salary sacrifice options are available.

Specific terms and conditions of service are detail in a Contract of Employment that is signed by both the staff member and CEO of AACHWA.

Organisational Context

The Aboriginal Art Centre Hub of Western Australia (AACHWA) advocates on behalf of its member art centres located in regional and remote Western Australia. AACHWA delivers professional development programs for managers, boards, and artists; provides recruitment advice and services; and acts as an advocate to, and central point of contact for, Regional, State and Federal funding bodies.

Our Vision: AACHWA is an influential peak organisation with a strong voice, supporting vibrant and sustainable Aboriginal Art Centres across Western Australia.

Our Mission: We work with WA Aboriginal Art Centres to celebrate the strength of our art and culture by:

Promoting: we are a strong voice for art centres

Empowering: we encourage best practice, facilitate targeted training opportunities, and encourage leadership within younger generations

Connecting: we build strong networks with members and partners

Our Values

In our work we are guided by our priority values of Respect, Integrity, Leadership, Imagination, and Collaboration.

Position Overview

Reporting to the Chief Executive Officer, the Accounts Manager is a key position in the organisation.

Due to growth in funding and in the complexity of its operations AACHWA is looking to recruit a part time qualified accountant to support the organisation.

This role entails handling all the accounting and book-keeping responsibilities of the organisation according to organisational policy and reporting standards. The position is also responsible for payroll preparation, and contributes to financial reporting, budget preparation, and audit mechanisms.

The position will supervise a bookkeeper who will have day to day responsibility for accounting entries and certain reconciliations.



In addition, the successful candidate will:

- Prepare annual and project budgets in conjunction with Operations Manager for Finance Committee approval;
- Assist with project budgets for funding applications;
- Prepare monthly accounts with a commentary on budget to actual variances;
- Review and in some cases prepare monthly reconciliations;
- Establish effective internal financial controls;
- Review and recommend for approval amendments to accounting related Policies and Procedures to ensure they remain current and contemporary;
- In conjunction with Operations Manager, work with project teams on funder compliance and acquittals; and
- Ensure all statutory obligations are discharged specifically, BAS, super, tax and audit.

Position Impact

The Accounts Manager has a significant positive impact on the organisation, providing financial support and advice to ensure the efficient functioning of AACHWA's day to day operations and its statutory and other compliance obligations.

Key Responsibilities

Operational:

In conjunction with the Finance Officer

- Maintains accurate accounts records and operates the accounting system (Xero).
- Monthly reconciliations and monthly leave accruals.
- Records creditor invoices and processes them for payment in a timely manner.
- Prepares invoices as requested and follows up as required.
- Assembles the annual budget within the required timeframe.
- Prepares accurate and timely financial management reports for the Board, Committees, and the management team.
- Provide reports that communicate effectively to a culturally diverse group of people with different levels of financial management literacy.
- Assists with developing organisational and project budgets as required, including detailed project budgets in support of grant applications.
- Prepares accounts, reports, and related analysis which enable funder obligations to be continuously monitored.
- Contributes to and assists with the preparation of annual accounts and liaises with auditors as required.
- Collates approved timesheets and payroll information and prepares fortnightly pay runs.
- Prepares Salary Sacrifice in accordance with procedures.
- Submits statutory returns including BAS, FBT, Superannuation etc.
- Contributes to ORIC and ACNC reporting and compliance obligations.
- Prepares monthly accounts for quarterly Board and Finance Committee meetings.



- Attends Finance committee meetings as required.
- Reconciles credit cards and petty cash according to AACHWA policy.
- Processes accounts payable and accounts receivable.
- Processes per diems and other travel payments for staff, contractors, and Board directors.
- Accurately inputs financial data from source documentation including grant budgets, income, and expenditure.

Administration:

- Ensure effective filing and reference for all completed documentation according to organisational systems and procedures.
- Contributes to the ongoing maintenance of the shared filing systems.
- Contribute to AACHWA publications such as the Annual Report as required.
- Responsible for storage and archiving of financial information according to relevant statutory requirements and AACHWA policies.

Advocacy:

- Contribute to the promotion of the work, reputation, and success stories of AACHWA to the community.
- Upholds the mission, values, and standards of AACHWA at all times.
- Builds relationships with government, sector, and broader stakeholders as required by the role.



Qualifications, Knowledge, Skills and Attributes

Essential Criteria:

- A qualified accountant.
- Able to work autonomously.
- Able to work efficiently and effectively.
- Prepared to fit in with a small team of project managers and to support and supervise a bookkeeper.
- Flexible as to tasks undertaken (some projects or events require a whole of team effort).
- Able to work effectively with auditors and other external advisors .
- Able to demonstrate a successful track record in similar roles.
- Highly competent user of Microsoft suite especially Excel.

Desirable Criteria:

- Experience working for a Non-Profit Organisation and an understanding of the reporting requirements to Federal, State, and other funding bodies.
- Interest in the arts sector.

Personal Attributes:

- Positive and friendly attitude.
- Excellent interpersonal skills.
- Demonstrated ability to maintain confidentiality and appropriately deal with sensitive information.
- Flexible and adaptable approach to work demands.
- Ability to manage multiple tasks and prioritise.
- Ability to work autonomously and as part of a small team.

Other Requirements:

- Must be an Australian Citizen / Permanent Resident.
- Hold Valid Australian work rights.
- National Police Clearance.

Relationships

Internal:

- Employees
- CEO
- Board

External:

- Auditors
- Other external stakeholders



Enquiries

For enquiries about the position, please email AACHWA Treasurer Jon McLean treasurer@aachwa.com.au.
Alternatively, visit our website aachwa.com.au/work-with-us for more information.

How To Apply

Please supply the following information when applying for the position:

- A brief covering letter (no more than one page with a font size of 10 to 12 points) setting out your interest in the position.
- Statement addressing the Selection Criteria listed above (no more than four pages with a font size of 10 to 12 points). Please note: applications that fail to address the Selection Criteria will not be considered.
- Curriculum Vitae which details relevant work history.
- Name and contact details of two referees.

Applications must be received by **5pm Friday 8 December 2023**. Applications must be marked confidential and are to be sent to the attention of John McLean, Treasurer, Aboriginal Art Centre Hub of Western Australia.

Via email: treasurer@aachwa.com.au

Via post:

John McLean
Aboriginal Art Centre Hub of WA
PO Box 8059, Perth WA 6000

Email applications are encouraged, and we look forward to receiving your application.

An exciting opportunity to work with a growing not-for-profit organisation working with WA Aboriginal Art Centres!