



## Whittlesea Pacers Basketball (WCBA)

🏠 PO Box 37, Mill Park VIC 3082

☎ 03 9404 1999

✉ info@wcba.org.au

ABN 92 675 241 543

### PART-TIME BOOKKEEPER – Sports Industry

A sought-after role offering a qualified Bookkeeper the opportunity to work in a well-established Sporting Association working 20 hours per week.

You will present a sound work ethic, with a minimum 5 years relevant work experience in the accounting / bookkeeping field. Experience in the not-for-profit Sports industry will be highly regarded.

This role will offer you a varied and busy working environment coupled with a long-term job opportunity.

Reporting to the Operations Manager, you will own the end to end bookkeeping and financial reporting functions across the business.

### Job tasks and responsibilities

- End-to-end AP and AR with collections including data entry.
- Quarterly BAS preparation and lodgements.
- Monthly PAYG, and SGC payments, reconciliation, and lodgements.
- Workcover reconciliation and reporting.
- Payroll duties - ensuring wages, contractors and hobbyists' payments are processed timely and accurately.
- **End of financial year duties:**
  - Reconciling Employee Payments with Tax Office Records (STP).
  - Assist in the preparation of the Association Audit reports by providing accurate monthly reporting to Board members.
  - Ensure compliance with statutory requirements.

### Requirements Include

- At least five years' experience in Bookkeeping working in a similar position preferred.
- Registered BAS Agent.
- Excellent Bookkeeping skills and knowledge.
- Ability to work both hands on and at an administrative level.
- Previous experience with MYOB.





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- Effective analytical, problem-solving, leadership skills
- Excellent written and verbal communication skills.
- Highly motivated and enthusiastic, with excellent people and communication skills.
- Highly proficient in the use of Outlook, Word, Excel, and any other company specific software applications. Advanced MS Excel skills will be highly regarded, as will exposure to PlayHQ.
- The ability to look at processes critically and implement changes if required.

Email applications marked Attention to:

John Russell Secretary Whittlesea City Basketball Association

[secretary@wcba.org.au](mailto:secretary@wcba.org.au)

Please provide a brief response outlining your suitability for delivering on the role responsibilities and the selection criteria, together with your resume

Note: We will start short listing applicants immediately, so early applications are encouraged.

Applications close 4<sup>th</sup> December 2023

