

Accountant

Brief Role Description

Carries out all bookkeeping tasks, bank reconciliations, accounts payable and accounts receivable

Produces a set of monthly management accounts

Produces special and ad hoc reports on request

Prepares and lodges BAS reports

Assists Treasurer with the Annual Report

Detailed Role Description

Adheres to the SIRA Finance and Insurance Charter

Follows the SIRA Accounting Controls and Procedures document

Carries out all bookkeeping tasks, bank reconciliations, accounts payable and accounts receivable.

Maintains asset register and depreciation

Produces a set of monthly management accounts

Prepares quarterly Business Activity Statements and associated GST reporting for Australian Taxation Office

Reports quarterly to EasyLink for the Island Community Vehicle

Deals with banks and Paypal to ensure that signatories are maintained and correct, especially when new committees are formed

Prepares ad hoc reports for committee members and sub-committees as requested

Ensures privacy of all personal information collected for the purpose of administering the affairs of SIRA and communicating with members