



## Position Description

Position Title:	Bookkeeper
Position Reports To:	Chief Executive Officer (CEO)
Employment Type:	Part-time
Position Location:	State Equestrian Centre (SEC) 303 Cathedral Avenue Brigadoon, Western Australia
Date Updated:	November 2023

## Position Purpose

This position shall be responsible for overseeing the day-to-day and on-going financial affairs of EWA by ensuring daily, monthly, quarterly, and annual financial reporting obligations are completed in compliance with EWA, state and national requirements.

<b>ORGANISATION</b>	<p>Equestrian Western Australia (EWA) is the State Sporting Organisation responsible for the development, promotion and governance of equestrian sport throughout Western Australia. EWA supports the Olympic Disciplines of Dressage, Eventing and Jumping, and the discipline of Show Horse.</p> <p>EWA is a not-for profit organisation, which is governed by an independent Board of Directors. Within the EWA governance structure, there are eight committees that assist in the strategic drive and operational ability of the sport. EWA is one of seven state branches, which make up the membership of Equestrian Australia.</p> <p>EWA's mission is to lead, manage and develop the sport of equestrian by:</p> <ul style="list-style-type: none"><li>• Facilitating state and national success and competition;</li><li>• Increasing participation and spectator involvement in the sport; and</li><li>• Ensuring excellence, relevance and effectiveness within the sport and all associated business activities.</li></ul>
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**RESPONSIBILITIES**

The key responsibilities of this position include, but are not limited to the following:

- *Complete deliverables in accordance with the EWA Strategic and SEC Business Plans.*

**Financial and Accounts Management:**

- *Complete the day-to-day financial affairs and administration for accounts payable and accounts receivable to meet legislative and EWA business requirements.*
- *Continuously review and improve systems and procedures to ensure EWA is compliant with Equestrian Australia, audits, and state/federal legislative requirements.*
- *Liaise with multiple internal and external EWA stakeholders to facilitate payments and other financial related queries (e.g. Treasurers, banks, Committees, etc.).*
- *Accurately and efficiently process payments for invoices, purchase requisitions, purchase orders, and expense claims.*
- *Coordinate daily, weekly, and monthly bank and petty cash reconciliations.*
- *Compile financial reports and other key financial data for the CEO and EWA Board as required.*
- *Compile quarterly and/or end of year reporting as required on behalf of EWA (i.e. BAS).*
- *Manage the use of funding received for scholarships in accordance with grants and ensure acquittals are returned to Department of Sports Recreation as required.*
- *Assist with collating information for audits and compliance.*
- *Oversee financial related tasks completed by Reception and the Registrar and Membership Coordinator.*
- *Provide additional and confidential support to the CEO as required.*

**Human Resources Administration:**

- *Manage the end-to-end processing of timesheets, staff payroll, FBT reporting, annual PAYG summaries, ATO payments, and employee superannuation contributions.*
- *Provide guidance and support to the CEO to ensure EWA meets employment legislative requirements (e.g. correct pay, etc.).*
- *Interpret awards and legislation (i.e. Fair Work Act).*
- *Draft employee contracts and/or other documentation as required.*

**Safety**

- *Report any safety incidents, issues and/or potential hazards to the Facilities Coordinator.*

From time to time, this position may be requested by the CEO (and/or EWA) to undertake other duties, which are within the incumbent's skill and competence, to meet business needs.

<b>SKILLS &amp; EXPERIENCE</b>	<p>The skills and experience to fulfill the requirements of this position are detailed below.</p> <p><b>Education, Qualifications, Licenses, or Certificates:</b></p> <ul style="list-style-type: none"> <li>• <i>Accounting, Finance, and/or Bookkeeping qualifications, or significant work experience in a similar or related field.</i></li> <li>• <i>Current National Police Check</i></li> </ul> <p><b>Required Skills and/or Experience:</b></p> <ul style="list-style-type: none"> <li>• <i>Strong communication, interpersonal, and customer service skills.</i></li> <li>• <i>Strong attention to detail</i></li> <li>• <i>Ability to work independently and/or as a collaborative team member.</i></li> <li>• <i>Ability to adapt to changing priorities and to meet deadlines.</i></li> <li>• <i>Ability to maintain confidentiality and record management accuracy and integrity.</i></li> <li>• <i>Significant experience working with financial budgets, including preparation, reporting, and analysis.</i></li> <li>• <i>Management experience and overseeing staff.</i></li> <li>• <i>Experience working in MYOB, completing staff payroll, and end of year financial reporting requirements (e.g. PAYG, BAS, etc.)</i></li> <li>• <i>Previous experience with processing accounts receivable and accounts payable.</i></li> <li>• <i>Strong organisational and administrative skills.</i></li> <li>• <i>Strong computer skills and an advanced user in various software programs (e.g. Microsoft Excel).</i></li> <li>• <i>Ability to confidently and accurately interpret state and national legislation, standards, and employment awards.</i></li> <li>• <i>Experience in Human Resources, specifically, payroll administration (i.e. superannuation and remuneration).</i></li> </ul> <p><b>Desirable Skills and/or Experience:</b></p> <ul style="list-style-type: none"> <li>• <i>Previous experience working within a sporting or similar industry (e.g. equestrian, racing, etc.)</i></li> <li>• <i>Strong influencing and problem solving skills.</i></li> <li>• <i>Human Resources qualifications and/or experience working in HR</i></li> </ul>
<b>KEY RELATIONSHIPS</b>	<p>This position shall be responsible for actively building and maintaining positive relationships with the following key stakeholders:</p> <ul style="list-style-type: none"> <li>• <i>All EWA members, clients, participants, Committee and Board members, CEO, and work colleagues.</i></li> <li>• <i>International, national and state sport, and equestrian clubs and affiliates, such as Equestrian Australia, Western Australia Institute of Sport (WAIS), and Department of Local Government Sport and Cultural Industries (DLGSC).</i></li> <li>• <i>Internal and external auditors as required.</i></li> <li>• <i>Australian Taxation Office (ATO) and other state and national government bodies as required.</i></li> <li>• <i>Third party vendors and suppliers (e.g. superannuation provider, accountants, etc.).</i></li> </ul>

**POLICIES, STANDARDS,  
& LEGISLATION**

ALL EWA staff, including casuals, shall be required to understand their obligations and to comply with the following policies, standards, and legislation at all times:

- *EWA Staff Code of Conduct*
- *EWA Member Protection Information Policy*
- *Risk Management Policy*
- *Occupational Health and Safety Act*
- *Equal Employment Opportunity Act*