## Position Description

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Bookkeeper</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Head of Finance &amp; Administration</td>
</tr>
<tr>
<td>Roles reporting into this role</td>
<td>N/a</td>
</tr>
<tr>
<td>Award and Classification</td>
<td>Social, Community, Home Care and Disability Services Award 2010, Social and Community Services Worker, Level 3</td>
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</tbody>
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### Purpose of the Role

The Bookkeeper will work with the Butterfly Finance & Administration team to ensure that Butterfly’s financial transactions are accurately recorded and maintained across three legal entities. This role will process transactions, reconcile accounts and produce statements. Monitoring accounts and following up with vendors/customers when required. Assisting our Finance Officer, this role will be allocated responsibility and ownership for part of the day-to-day bookkeeping requirements, including but not limited to accounts payable and receivable, payroll, GST, and general finance administration.

### Accountabilities and Responsibilities

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Maintaining historical records.
- Paying employees by verifying expense reports and preparing payruns.
- Paying vendors by scheduling payruns and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance.
- Preparing analyses of accounts and producing monthly reports.
- Assist with audit and end of year processes.
- Ensure allocations to various internal departments are recorded accurately.
- Carry out any other general financial administrative duties as required.
- Continuing to improve the payment process.

### Selection Criteria

**Essential**

- Certificate IV book-keeping/accounting or higher qualification
- Extensive experience (ideally 5+ years) working in accounts payable and receivable, general ledger, payroll.
- Proficiency with MYOB/AccountRight live.
- Extensive experience with data entry, record keeping and computer operation.
- Strong attention to detail, the ability to communicate well with internal and external individuals.
- Proficiency with the full Microsoft Suit.

**Desirable**

- Previous experience in a not-for-profit or charitable NGO environment.
- An understanding of mental illness particularly eating disorders and associated stigma.

### Other requirements

- At all times:
  - Conduct yourself in a professional manner.
  - Have exceptional interpersonal relationship skills and a positive attitude
  - Strive to act in accordance with the vision, mission and objectives of Butterfly and to do all possible to assist Butterfly in achieving its aims.
  - Follow Butterfly’s policies and procedures.
- Follow/participate in occupational health and safety measures.
- Act considerately around the workplace and have regard for the well-being of fellow staff, volunteers and our service users.
- It is a requirement of all positions at Butterfly that the person has a Working With Children Check clearance (pass) and Police check.
- All staff should be aware of and actively uphold the Butterfly values:
  - Compassion
  - Commitment
  - Collaboration
  - Initiative
  - Excellence
  - Integrity

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**Overview**

Butterfly Foundation (Butterfly) is Australia’s national charity for eating disorders and body image issues, providing a voice for those affected and the people who care for them. Eating disorders are severe and complex mental illnesses with physical complications, and the medical, psychological, physical and social consequences can be long term and for many, life threatening.

**Vision**

All people in Australia can live free of eating disorders and negative body image.

**Mission**

We work to prevent eating disorders and body image issues from occurring, to ensure that the best possible treatments are available, and that appropriate care and support is there for those affected.

**Goals**

Reduce Stigma and increase help-seeking;
- Listen to, amplify, and advocate for the voice of lived experience.
- Increase public awareness and understanding.
- Grow our digital presence.

Work to prevent eating disorders from developing;
- Deliver accessible evidence-based information and support.
- Deliver and expand whole of school (5-18 years) based education.
- Collaborate on innovative service offerings in universal prevention and early intervention.

Improve treatment and support;
- Establish evidence for residential treatment as a component of the eating disorder system of care in Australia.
- Implement and evaluate programs and services which address gaps in care.
- Assess gaps in the system of care and advocate for change to address them.

Butterfly acknowledges Aboriginal and Torres Strait Islander people as Australia’s first people and traditional custodians.

Butterfly is committed to embracing diversity and welcomes all people irrespective of body shape and size, ethnicity, faith, age, sexual orientation and gender identity. More information about our commitment to reconciliation, diversity and inclusion is available here: [https://buttefly.org.au/who-we-are/reconciliation-inclusion/](https://buttefly.org.au/who-we-are/reconciliation-inclusion/)