

Accounts Manager, Ryde, NSW

Employer: Young Life Australia

Work Type/s: Part Time

Classification/s: Finance / Accounting

Sector/s: Not For Profit (NFP)

Location: Ryde, NSW

Applications close: 10 February, 2018

A position of Accounts Manager has become available with Young Life Australia. The position will be located in the National Office at Ryde, NSW. The position is part-time (15 hours p/w) with flexible work hours.

Young Life Australia is a non-denominational Christian charity that mentors young people and offers stable and caring role models to teenagers. We operate in over a dozen urban and rural communities around Australia. Our mission is to build confidence, values and resilience in Australia's young people through significant relationships with adults who model the love of Jesus Christ.

Young Life has a dynamic and unique ministry model based on a relational approach to young people outside the usual reach of the local churches. Young Life is seeking a mature person with a desire to support the organization's objectives in the accounts department. The role reports to the Financial Controller.

To be successful in the role you will need to have strong attention to detail and be able to work in a small team environment with a desire to serve field staff in remote offices around the country.

ESSENTIAL SKILLS & QUALITIES

- Committed Christian faith (with reference from your minister / Pastor).
- Relevant qualifications in accounting.
- A minimum of 5 years relevant experience in a similar role.
- Ability to keep accounts to best industry standards.
- Proficiency with software packages such as Quickbooks and Excel.
- Excellent verbal & written communication skills
- Excellent time management skills.
- Ability to meet work targets and deadlines without close supervision.
- A "can-do" attitude with strong attention to detail.
- Satisfactory Police Check and Working With Children Check.
- Current unrestricted driver licence.

DESIRABLE SKILLS & QUALITIES

- Knowledge of specific accounting needs in the not-for-profit sector.
- Experience with a CRM package such as eTapestry.

JOB REQUIREMENTS

- Management of accounts payable and receivable.
- Preparation of tax invoices and payment requisitions.
- Processing cash receipts and banking.
- Day-to-day financial management.
- Budget and cash-flow analysis.
- Preparation and distribution of reports to the Executive team and Area Managers.
- Assist with annual and half-year budgets.

Apply for this job

Send a resume with a separate letter addressing the Essential Skills & Qualities using examples from your work, volunteering, training, education etc, demonstrating how you meet the required criteria. Provide names & contact details of two referees including one from your church minister.

Remuneration package will be discussed at interview

Send your job application or for further information contact:

NOTE: It is the applicant's duty to advise Young Life Australia of any pre-existing medical or psychological condition and/or personal situation, which could impact on the applicant's ability to carry out the employment for which they are applying.

Mr Llew Morris, Financial Controller

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M: 02 9877 5144

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