

Bookkeeper – Position Description

Position Title – Bookkeeper

Employment Status – Part Time (PT), 20 hours per week

Reports to – Executive Committee Treasurer on financial matters and General Manager on all other matters

Direct Reports – N / A

Salary – To be negotiated based on qualifications, skills and experience.

Overview of Wyndham Basketball

The Wyndham Basketball Association (WBA) is the largest non-professional sporting association in Melbourne's West. Our vision is to "Be the association of choice in Melbourne's West, providing the opportunity for everyone to participate in the game of basketball". Our goal is to grow and strengthen our basketball community, by providing development pathways that are affordable, accessible and inclusive for players, coaches and officials of all abilities. The WBA currently has approximately 10,500 players from juniors to seniors as well as referees, coaches and volunteers.

Position Summary

Responsible for day-to-day financial record-keeping, helping Wyndham Basketball Association to stay organized and maximise its financial position and identification of financial risks, track its financial position against budget and identify areas of opportunity for the association. The appointed candidate must successfully build strong and vibrant relationships with the WBA Staff, board, members, supporters, volunteers, as well as Basketball Victoria and Basketball Australia.

The Bookkeeper will work closely with the Executive Committee Treasurer, the external Accountant, and external auditor to ensure Wyndham Basketball maintains good governance and compliance.

The Bookkeeper must possess bookkeeping experience, ideally in the sports industry. Experience with Xero is required, and relevant qualifications are advantageous.

Roles and Responsibilities

- Completing monthly invoicing (*currently in Xero*)
- Maintain current knowledge and trends of standardised package of the WBA
- Processing accounts payable on a weekly basis
- Processing fortnightly payroll and superannuation for salary staff
- Reconciling accounts on a regular basis (*minimum of monthly*)
- Producing financial reports (*minimum of monthly or as directed by the Treasurer*)
- Prepare financials for quarterly BAS
- Identify trends of spending against budget
- Financial management of assets and completing a depreciation schedule

- Handle communication and requests from customers / domestic clubs
- High attention to detail in record entry to ensure compliance
- Assist with budget preparation and financial forecasting
- Assist with monitoring of budget adherence
- Managing Accounts Receivable and recovering funds where required (*liaising with the Treasurer*)

Selection and Appointment Criteria

Required

- Working with Children Check & Police Record Check
- Must be legally entitled to work in Australia
- Keep abreast of all legal accounting requirements and have implantation plan in conjunction with the Treasurer
- Deep knowledge of the sport industry within Australia, including the domestic sporting landscape
- Experience as a bookkeeper
- Experience working in Xero
- Experience in Excel
- Financial and budget management experience
- Strong verbal and written communication skills
- High attention to detail
- Energetic / Self- starter / Attention to detail / Team player

Desirable

- Tertiary degree in Bookkeeping
- Registered BAS agent
- Experience working in a member-based organisation
- Experience working with external stakeholders such as sponsors, partners and media

Reporting Lines

- Role reports to the WBA Executive Committee Treasurer on all financial matters
- Role reports to the General Manager for all other matters

Key Relationships

- Internal stakeholders including WBA staff, domestic clubs and committees
- External stakeholders including Basketball Victoria, Basketball Australia, Eagle Stadium management, Wyndham City Council, community groups & local schools

Performance Indicators

- Record accuracy
- BAS and payroll compliance
- Budget adherence
- Timeline adherence
- Member satisfaction
- Staff satisfaction