



Family Drug Support

"Supporting families since 1997"

Bookkeeper / Payroll Officer Head Office - NSW (Faulconbridge)

Position Description: Part-time (hours negotiable) Level Four *Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010*

About the Organisation:

Family Drug Support (FDS) is an empathic, non-religious, non-profit organisation providing nonjudgmental and nondirective support, information and education for families and friends of those with Alcohol and Other Drug (AOD) issues.

About the Role:

FDS seeks an experienced part-time Bookkeeper/Payroll Officer to join our team to support the ongoing operation and effectiveness of FDS Head Office (HO). The candidate will be required to work collaboratively with our CEO and Finance team.

The role is suited to someone who has excellent attention to detail and prior experience working as a bookkeeper / financial administration.

Responsibilities:

- Process and payment of expenses claims.
- Preparation of invoices.
- Reconciliation of accounts.
- Monitor debtor and creditor accounts and follow up when necessary.
- Process payroll on a fortnightly basis.
- Process and payment of superannuation payments.
- Where possible, assist employees with payroll related issues.
- Assisting with external accounting stakeholder regarding BAS and IAS preparation.
- Prepare monthly, quarterly and annual financial statements.
- Assist management with finance related issues.
- Any other finance related tasks.

Essential Qualifications and Skills:

- Demonstrated experience in bookkeeping or a related role.
- Excellent knowledge of MYOB accounting software.
- An understanding of BAS, payroll and Australian taxation regulations.
- Strong organisational and multitasking abilities.
- High attention to detail and accuracy.
- Excellent communication skills.

FADISS Ltd Trading as:

Family Drug Support

ABN 49081764258

Post: PO Box 7363, Leura NSW 2780

Phone: (02) 4782 9222

Website: <http://www.fds.org.au>

Email: admin@fds.ngo.org.au



- Be able to work autonomously.
- Operate successfully as part of a team.

Remuneration

This position is paid at \$41.52 – \$44.68 per hour per Social, Community, Home Care and Disability Services Industry Award 2010, Level Four (dependent on demonstrated skills and experience & pro-rata where applicable) plus superannuation with an option to salary sacrifice.

Benefits of Working with FDS

- You will be joining a supportive and dedicated team.
- Negotiable working hours/days.
- Competitive Not for Profit salary packaging options.
- Employee Assistance Program.

FDS is proud to be an EEO employer who supports an inclusive approach in the workplace. We celebrate our diversity and welcome staff regardless of ethnicity, faith, sexual orientation, gender identity and lifestyle choices. Aboriginal and Torres Strait Islander people are encouraged to apply.

Prior to an offer of employment, candidates will be required to supply references and complete pre-employment checks including a Police check.

Find out more about Family Drug Support here: www.fds.org.au

For more information or role related queries please contact Cigdem on email cigdem@fds.ngo.org.au using the subject line: Bookkeeper/Payroll Officer position.

HOW TO APPLY:

To apply for this position, please submit the following via email to general@fds.ngo.org.au:

- A covering letter.
- A statement addressing how you meet the essential criteria listed under essential qualifications and skills.
- Your resume.

Closing date: Friday, 24 November 2023 at 5 pm.