

Position Specification

Bookkeeper Volunteer for Artists for Kids Culture



Artists for Kids culture

Organisation background

Artists for Kids Culture is a provider of support for children experiencing hardship Australia wide. Located in St Kilda and employing two staff and a volunteer team of 50 it runs programs that enable children access to artistic and cultural pursuits. It is a responsive and agile community organisation. In achieving its vision that opportunities are important for every child and that they demonstrate benefits in both learning and social skills, AKC is guided by its own motivation and purpose to provide benefit to children experiencing hardship.

AKC has two distinct programs: AKC Grants and AKC artsbus. AKC Grants support children to participate in artistic pursuits such as art, dance, music and theatre. The AKC artsbus is a mobile arts studio, theatre and music space, enabling AKC to facilitate meaningful, thoughtful and therapeutic arts activities at the places where children reside.

AKC is funded by an annual art auction, other fund-raising events, donations, government grants and philanthropic support.

Your Opportunity

By joining our team, you will be supported by an awesome team of volunteers who have the same passion and dedication for children and art. As most of our volunteers are long term, you will have a continuous team of colleagues and friends to develop with. You will hear great stories of people we have helped and have the firsthand information on the exciting new programs and events that are incubating.

If learning and development is your passion, you will be happy to hear that we have two highly experienced chartered accountants who can provide you with valuable mentorship. This is a great opportunity for you to learn new skills, apply your studies and make a difference to children's lives.

We respect people grow in different ways and have other commitments in life. Our staff enjoy working flexible hours with a mix of working from home and the office. We are a results-driven organisation and our volunteer roles are very flexible.

position specification

position	Bookkeeper (Volunteer)
reporting relationships	Reports to: <ul style="list-style-type: none"> • Treasurer
	Direct reports: <ul style="list-style-type: none"> • N/A Key Internal Relationships: <ul style="list-style-type: none"> • Executive Officer • Treasurer • Leaders and Coordinators across the organisation • Other members of the AKC Finance Team • AKC Committee • Board members
term	<ul style="list-style-type: none"> • On-going – part time – volunteer • Estimated hours per month - 4-8 hours
location	<ul style="list-style-type: none"> • Hybrid: Remote / St Kilda, Victoria
position purpose	<ul style="list-style-type: none"> • A Key member of the finance team. Enable the smooth functioning of AKC by maintaining accounting records in a timely and accurate manner. • Support the Treasurer and Executive Officer with regular management reporting and compliance requirements.
key responsibilities	<p>Responsible for Accounting and Bookkeeping functions of the AKC, including:</p> <ul style="list-style-type: none"> • Data entry into SAASU accounting system for accounts payable and receivables. • Liase with customers, suppliers and internal stakeholders as required. • Accounts and Bank Reconciliations with ability to identify and rectify errors. • Assisting in preparation of financial statements.

	<ul style="list-style-type: none"> • Assisting in preparation of budget and forecast. • Assisting with regulatory reporting to ATO, ACNC, CAV etc.
core competencies	
Skills and Experiences	<ul style="list-style-type: none"> • Ability to prioritise and meet deadlines • Experience with accounting systems • Strong oral and written communication skills • Demonstrated relationship management skills;
qualifications	<ul style="list-style-type: none"> • Degree or Diploma in bookkeeping or accounting, or close to completion
values / attitude	<ul style="list-style-type: none"> • Committed to minimum 12 months in the role • Honest, ethical and professional • Can-do attitude • Attention to detail • Collaborative • Committed to personal and professional development
application process	
<p>If you are successful in making it to the final stage of the process, we will request that you provide us with two work related referees and allow Artists for Kids Culture to check WWCC and undertake a police check.</p> <p>Apply here: https://forms.monday.com/forms/b74fe9cd8c5505c270c94a393bc05750?r=use1</p>	