



Position Description	
Job Title:	Bookkeeper, Payroll & Admin Officer
Employment Type:	Permanent Part-Time
Employment Start Date:	Early September 2024
Purpose:	Manage bookkeeping, payroll and administrative tasks
Reports to:	Operations & Finance Manager, National Director
Key Relationships:	Internal: Operations & Finance Manager, National Director, other Micah Australia staff members External: supporters, suppliers and other stakeholder groups
Days per Week:	1 day (7 hours) per week Potential to increase depending on workload and organisation growth.
Remuneration:	Pro-rata based on \$70K-\$75K FTE depending on skills and experience. All employment packages include exempt fringe benefits of up to \$15,900.00 per annum if appropriate documentation is provided.
Location:	Work either from home or at the Newcastle office. Some travel may be required.
About Micah Australia	
<p>Micah empowers Australian Christians to advocate on the most urgent global justice issues facing our world today – extreme poverty, rising conflict and climate change. Through our key initiatives and campaigns, we support Australian Christians and church leaders to engage our federal politicians warmly and relationally, leading to significant outcomes on key issues of global justice.</p>	
Overview of the Role	
<p>As our Bookkeeper, Payroll & Admin Officer, you will play a crucial role in managing our bookkeeping, payroll, and administrative tasks. You will work closely with our Operations & Financial Manager. This role offers a unique opportunity to make a significant impact in the aid and development sector while working with a passionate team dedicated to global justice and development.</p>	
Responsibilities	
<p>Bookkeeping:</p> <ul style="list-style-type: none">• Manage accounts payable: pay invoices, collect credit card receipts, process reimbursements, and handle online banking.• Record and reconcile transactions.• Accurately allocate project costs using tracking categories.• Handle accounts receivable, including general and project-related invoicing.• Process month-end reconciliations and manual journals for prepayments and accruals.• Manage the Fixed Asset Register (FAR) and run monthly depreciation.	

Payroll:

- On-board and off-board employees and volunteers.
- Create and check timesheets.
- Process fortnightly pay runs and email payslips to employees.
- Manage leave requests and enter leave in Xero.
- Pay fringe benefits and ensure the right documentation is provided and filed.
- Pay employee and contractor superannuation by the required deadlines.

Administration:

- Manage the general Micah Australia mailbox and respond or redirect enquiries as required.
- Oversee Microsoft email addresses and licenses for the team.
- Handle workers compensation and insurance renewals and declarations.
- Provide technical assistance for webinars and conferences.
- Perform other ad-hoc tasks (e.g., sending receipts, renewing domain names, changes of address, etc.)

Essential Skills & Experience

- At least 2 years of experience in a similar bookkeeping and payroll officer role.
- Excellent attention to detail and accuracy in financial record-keeping.
- Ability to prioritize tasks, multi-task, manage time efficiently, work under pressure, and meet deadlines.
- Ability to work autonomously and participate effectively in a small, agile team.
- Good written and spoken communication skills.

Desirable Skills & Experience

- Proficient in accounting software Xero.
- A degree in bookkeeping is a plus.
- Understanding of the Australian church landscape and experience working in the Australian Church context.
- Understanding of Christian non-for-profits.

Application Process

Please submit your CV and a cover letter addressing your suitability for this role to info@micahaustralia.org **before 2 August 2024.**

Please include in the subject line of the email 'Bookkeeper, Payroll & Admin Officer Application'.

Applications will be assessed as they are received so candidates are encouraged to apply early.

Safeguarding

Micah Australia has a zero tolerance towards any harm and abuse of all people participating in its activities. Safeguarding is everyone's responsibility and all representatives are required to adhere to the Micah Australia Code of Conduct, that outlines expected behaviours, at all times (both during work hours and outside work hours). Familiarisation with, and adherence to, the Code of Conduct is an essential requirement of all representatives, in addition to related mandatory training. All applicants must be willing to comply with the safeguarding commitments and requirements of Micah Australia. Employment and volunteering positions are conditional upon the outcome of appropriate checks. All employees and volunteers are required to gain a NSW Working with Children Check and provide a National Police Check.