

## **DTP BOOKKEEPER – POSITION DESCRIPTION (2025)**

6 months initial contract with options to extend. Part-time. Approx 15 hours per week.

Salary negotiable according to experience and qualifications

[The Diplomacy Training Program \(DTP\)](#) is a registered charity and independent Not for Profit based at the Faculty of Law and Justice at UNSW, Sydney. The part-time bookkeeper is an important part of a small team and will report to the Executive Director. The position has the following main areas of responsibility and associated tasks:

### **General Ledger**

- Maintain and reconcile the general ledger, including general journals
- Process accounts payable and receivable, ensuring timely payments and invoicing.
- Prepare monthly instalment activity statements and quarterly business activity statements and submit them to the ATO
- Prepare monthly bank account and debit card reconciliations
- Assist in the preparation of the annual budget and input into MYOB

### **Managing Payroll through MYOB**

- Process fortnightly payroll and ensure compliance with relevant taxation and superannuation obligations.
- Maintain employee records for leave and entitlements.
- Ensure all new employees are correctly set up on MYOB.

### **Financial Reporting**

- Prepare monthly financial reports using MYOB – P & L /Balance Sheet/Budget Analysis
- Prepare year-end financial statements in line with ACFID requirements
- Liaise with external auditors and prepare the year end audit pack
- Assist with the preparation of financial reports for grant, or other funding, acquittals

### ***Selection Criteria:***

- Proven bookkeeping and MYOB experience
- Intermediate experience with Excel
- Knowledge of grant acquittals
- Understanding of Australian accounting principles, GST, payroll and superannuation
- Experience working for an NGO is desirable but not essential

*DTP is a family friendly workplace committed to flexibility, including remote/WFH arrangements, although it will be expected that a physical presence in the office will be required weekly.*