

DTP BOOKKEEPER – POSITION DESCRIPTION (2024)

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 will be an important part of a small team and will report to the Executive Director, and Office Coordinator. The position has the following main areas of responsibility and associated tasks:

Managing Payments- Expenditure / Income

- Preparing monthly instalment activity statements and quarterly business activity statements and submitting them to ATO
- Maintaining approval system for all payments
- Ensuring all financial transactions for DTP are entered accurately into MYOB
- Ensuring bank reconciliations for all DTP bank accounts (and/or other accounting software) – payments/sales etc /donations via Stripe
- Recording sales invoices on MYOB and Invoice Registry in Share Drive
- Maintaining MYOB and any new versions
- Maintaining the Chart of Accounts and job codes within MYOB
- Loading annual budget and budget updates onto MYOB

Managing Payroll through MYOB (or similar)

- Setting up payroll systems for new staff and salary increases for current employees, requesting forms (PAYG, contract copy, super etc)
- Setting up and entering payroll data onto MYOB (or similar)
- Generating PAYG/Superannuation for all staff and providing monthly emails of payslips with summaries at year-end
- Establishing and maintaining payroll using MYOB / CommBiz
- Preparing amounts for workers comp declarations and other insurance policies/regulatory compliance
- Paying amounts owed for workers comp declarations and other insurance items
- Posting new employees' Tax File Number Forms to the ATO

Maintaining Staff/Volunteer Records on MYOB

- Maintaining records of staff & volunteer (in-kind) time allocation to projects/programs
- Recording Annual Leave / Sick Leave / TOIL on the Share Drive and in MYOB

Bank Reconciliations

- Maintaining Bank reconciliations using MYOB

Financial Reporting

- Preparing quarterly financial reports using MYOB – P & L /Balance/Budget Analysis
- Preparing year-end accounts according to International Accounting Standards
- Preparing financial report and auditors' letter for DTP Annual Report
- Support liaison with the auditor at year-end audit
- Responding to and liaising with ATO/Super inquiries etc

Budget Preparation

- Assisting with the preparation of budgets and calculations.
- Preparing financial data required for lodging grant applications.

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.