

Bookkeeper (Casual - 5 to 15 hours per week)



Who We Are

Speak Up Studio creates exciting and engaging Speech and Drama programs that build confidence and encourage children to be positive about speaking up. Speak Up helps students develop confidence, creativity and communication skills that will help them in school and stay with them for life.

What We Offer

Speak Up Studio's hires extraordinary people, and supports them every step of the way. Our leadership approach is about finding inspired people, and giving them a platform to do what they love. It's as simple as that. Our office is filled with laughter, Disney music, and cheerful people who are serious about the benefits of performing arts education. We are a growing business, and offer fantastic opportunities for advancement, based on each of our team member's specific skills and career goals.

Who You Are

You have always been an organiser. You love numbers and spreadsheets. You keep beautifully detailed notes. Your methodical approach to your work ensures that tasks are completed consistently and to a high standard. You embrace technology and are confident on a range of cloud based platforms. You have gravitated towards small business because you would like to make a big difference as part of a small team. You are inspired to work in an educational setting because you hope to positively impact the lives of young people through your work. You have experience working in administration.

You subscribe to our motto, "what you measure, you manage, and what you manage improves" and you know that your work will bring vital awareness of the numbers, and help us understand our business as we grow. You are looking for a part time role, but for you, that doesn't mean a part time commitment. You are ready to make an impact. You want to be a part of a growing business that will acknowledge your skills and efforts, and create opportunities for you to progress your career. You see yourself one day becoming Chief Financial Officer of Speak Up Studio!

Role Duties

- Review our current bookkeeping and administration procedures
- Set up new bookkeeping and administration procedures with the intention of standardising and systemising
- Uploading creditors into Xero
- Prepare and process monthly charges to customers, and reconcile
- Record receipts in Xero
- Bank reconciliations
- Prepare financial reports (Profit and Loss, Balance Sheet, Debtors and Creditors Age Analysis) with seven days of the end of each month
- Prepare supplier generated invoices for school venue charges
- Prepare and submit monthly BAS & PAYG withholding
- Prepare and submit quarterly superannuation payments
- Enter new employees into Xero and set up pay templates
- Process end of year payroll and send payment summaries to employees
- Report on key performance indicators
- Keep asset register up to date
- Scan Filing to Dropbox

Experience and Professional Background

- Experience in administration, especially in education
- Bookkeeping experience and/or qualifications is essential
- Experience with Xero will be highly regarded
- Experience coordinating monthly payments and charges
- Experience with Apple platform (pages, numbers, IOS)
- Experience with iClassPro or similar studio management software will be highly regarded
- Business Administration qualifications will be highly regarded

Skills

- Attention to detail
- Excellent communication skills
- Excellent organisational skills
- Ability to work autonomously

Attitudes

- Positive attitude toward working as part of a small team
- Positive attitude toward children
- Enthusiasm and passion for organisation

Practical Considerations

- A current Blue Card (or the ability to obtain one)

To Apply

Please email your resume and cover letter to Miss Cathy Clur via work@speakupstudio.com.au. Please demonstrate your *attention to detail* by ensuring that your cover letter is in the body of the email (not an attachment) and that your resume contains at least two contactable referees, and is attached as a PDF. Applications close 5pm Friday 5th January, 2017.