Bookkeeper (Casual - 5 to 10 hours per week)

Who We Are

Speak Up Studio & Dreamers Drama create exciting and engaging performing arts programs that build confidence and encourage children to be positive about speaking up. We help students develop confidence, creativity and communication skills that will help them in school and stay with them for life.

What We Offer

We 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, music, and cheerful people who are serious about the benefits of performing arts education.

Role Duties

Accounts Payable

- Uploading creditors into Xero
- Managing weekly continuous cashflow
- Manage invoices for school venue charges

Accounts receivable

- Prepare and process monthly charges to customers, and reconcile
- Prepare term and semester invoices for customers & follow up on payments
- Ensure customer credit card details are up to date

Payroll

- Enter new employees into Xero and set up pay templates
- Process payroll weekly on Thursdays (including weekly super & STP)
- Manage employee leave balances
- Ensure roster matches payroll
- Process end of year payroll and send payment summaries to employees

General Bookkeeping

- Keep money in spending account
- Scanning & filing employment records
- Bank reconciliations
- Prepare financial reports (Profit and Loss, Balance Sheet, Debtors and Creditors Age Analysis) with seven days of the end of each month)
- Report on key performance indicators (Student retention & class capacity)
- Keep asset register up to date
- Manage insurance renewals
- Prepare and submit monthly BAS & PAYG withholding
- Maintain employee blue card register
- Review our current bookkeeping and administration procedures

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.

Bookkeeping Questionnaire

Please answer all questions honestly and to the best of your ability. Please change the font to Helvetica or Arial, save this document as a PDF, and email it back to us within 24 hours.

1. Why do you want to work for Speak Up Studio?

2. Please provide details of previous employment in an administration/bookkeeping role/s, including the length of your employment and the specific tasks you undertook in that/those role/s:

3. Please list your software competencies:

4. What makes a good bookkeeper? How do you define success in this role?

5. In your opinion, what is the best part of Xero and what is the worst?

6. Please identify your desired salary range, or hourly rate:

7. If successful, when are you able to start?

8. Where do you see yourself in five years?