



AUSTRALIAN ENDURANCE RIDERS ASSOCIATION INC.

POSITION VACANT - BOOKKEEPER

The AERA is seeking Expressions of Interest from persons wishing to be appointed to the position of Bookkeeper.

Term of Appointment:

The appointment shall be from the 1st April 2016 and expire on December 31st 2017.

Remuneration:

The successful applicant will invoice the association on an hourly rate basis. The hourly rate shall include the bookkeeper providing all necessary hardware (computer, printer), internet access, email and phone usage if necessary. The association will provide access to its MYOB cloud based software. The hours required to complete the duties fluctuate during the year, however it is anticipated an average of 8 hours per week is required.

Duties:

The position involves the processing of all the financial transactions of the Association into MYOB AccountRight Standard cloud based software. More specifically including but not limited to;

- the invoicing, receipting and banking of monies.
- the processing and paying of invoices.
- utilizing on-line bank software to facilitate payments.
- prepare and lodge the quarterly BAS.
- prepare and distribute on a monthly basis to the AERA Executive, the Balance Sheet, a standard Profit & Loss Statement, an Activity based Profit & Loss Statement, an Inventory on Hand Report and General Ledger Transaction report.
- Liaise with the Association treasurer for additional ad-hoc reporting as required from time to time by the Treasurer of the Committee of Management.
- prepare and submit to the Associations' external Auditors, the Financial Accounts of the Association as at the 31st December each year.
- prepare and lodge annual statutory returns.
- liaison with suppliers to maintain sufficient stocks as well as be the custodian of specific assets of the Association including but not limited to;
 - Logbooks and other stationery items
 - Tom Quilty buckles & related trophies

The ideal candidate:

- has been involved in Endurance in some manner for a number of years.
- is currently or has previously been employed or engaged in a position requiring bookkeeping skills.
- has reasonable computer and internet access at their residence.
- has previous experience with MYOB or similar accounting software.

Additional Information:

A more detailed job description will be provided upon application for an Expression of Interest template.

How do I apply for an Expression of Interest template?

Form to use: AERA Expression of Interest - Bookkeeper
Form available from: AERA website or by request from the AERA Treasurer longrun.steve@gmail.com
EOI close: Midnight Sunday 28th February 2016
Selection announced: Following the AERA Meeting, after 21st March 2016