



<b>POSITION TITLE:</b>	Bookkeeper
<b>LOCATION:</b>	Hybrid (at least 1 day / wk, Seven Hills) OR Remote
<b>REPORTS TO:</b>	CEO
<b>RESPONSIBLE TO:</b>	Operations Manager
<b>KEY INTERACTIONS:</b>	<b>Externally</b> CVA & CSC members, partners and suppliers <b>Internally</b> CVA & CSC Team
<b>EMPLOYMENT TYPE:</b>	Permanent, part time (1 – 2 days per week)
<b>DATE EFFECTIVE:</b>	March 2025
<b>APPROVED BY:</b>	CEO

## **CHRISTIAN VENUES ASSOCIATION**

Christian Venues Association (CVA) is a national member-based organisation that supports Christian venues providing group accommodation, catering, and meeting services for **churches, schools, and community groups**. Our strategic plan focuses on **networking, professional development, advocacy, and faith-based values**, ensuring that our members thrive in a strong, connected community.

Through a shared services agreement, CVA also provides office and administrative services to Hemisphere Foundation Limited and National Accommodation Recreation and Tourism Accreditation Limited.

## **POSITION PURPOSE**

The Bookkeeper is responsible for managing financial transactions, maintaining accurate records, and ensuring compliance with accounting standards for both Christian Venues Association (CVA) and Christian Supply Chain (CSC). The role requires proficiency in Xero accounting software and the ability to work independently while collaborating with key stakeholders.

## **POSITION RESPONSIBILITIES**

- Maintain accurate financial records for both CVA and CSC.
- Process accounts payable and receivable transactions in Xero.
- Reconcile bank accounts, credit cards, and other financial transactions.
- Prepare and process invoices, payments, and receipts.
- Assist in payroll processing and compliance with relevant regulations.
- Generate financial reports, including profit and loss statements and balance sheets.
- Support budget tracking and forecasting activities.
- Ensure compliance with tax obligations, including BAS and GST reporting.
- Assist with end-of-month and end-of-year financial processes.
- Collaborate with external accountants and auditors as required.
- Maintain confidentiality of financial and organisational information.

## **EMPLOYEE RESPONSIBILITIES**

- Attend and participate in CVA and CSC meetings, and training as required
- Adhere to CVA policies, procedures, and standards
- Perform additional duties within skill set as required from time to time
- Ensure relevant reporting occurs promptly, is enacted as needed and filed accordingly
- Work autonomously and effectively in a ministry environment where it is important that time is used efficiently, honestly and resourcefully.

## **SELECTION CRITERIA**

### **Essential**

- Proven experience as a bookkeeper or in a similar accounting role.
- Strong proficiency in Xero accounting software.
- Understanding of Australian accounting principles and compliance requirements.
- High level of accuracy and attention to detail.
- Ability to work independently and manage workload efficiently.
- Strong communication skills and ability to liaise with internal and external stakeholders.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Demonstrate alignment with CVA's core mission and values.

### **Desirable**

- Experience working in not-for-profit or faith-based organisations.
- Understanding of financial management within the hospitality or venues sector.
- Familiarity with payroll systems and reporting requirements.