



Nourishing Our Country

OZHARVEST | JOB DESCRIPTION

Your Position title:	Accounts Assistant (part time)
You'll report to:	Financial Controller
Headcount or hours/wk:	Part Time (22.8 hours/week)
Date:	Feb 2023

Your key relationships

You'll be part of the collaborative OzHarvest team, which includes Business Services, Fundraising, State Managers, OzHarvest drivers, chefs and other staff, and OzHarvest volunteers.

You'll also work with external stakeholders including Donors, Funders, Customers, Strategic Partners, Auditors, and Key Suppliers.

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

The primary role of Accounts Assistant is to provide accurate and timely transaction processing and financial administrative support to the Business Services team, staff, donors and other OzHarvest stakeholders.



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Your Key Responsibilities

Work closely with the Accountants and Financial Controller to assist with finance functions in OzHarvest

Account Receivable

- Donations, Grants, Sponsorships, Food Truck, Market, Volunteer, Merchandise, Refettorio, Education (FEAST/NEST/NOURISH)
- Record and manage donations from manual/phone/eWAY/STRIPE/direct debit/website in Salesforce and Xero
- Liaise with donors wherever necessary
- Assist with Grant applications
- Manage donor receipting
- Xero and Salesforce management ensuring data reconciles between the two systems
- Improve efficiency
- Ad hoc tasks as required

Inventory

- Ensure all inventory items are set up as tracked inventory in Xero
- Perform reconciliations monthly
- Ensure regular physical stockcounts are performed and reconciled to Xero

Corporate Engagement

- Prepare invoicing for corporate engagement as required

Financial Accounting and Reporting

- Assist with month end Balance sheet and P&L management as required

Other

- Fixed assets back up
- Expense Reimbursements
- Ad hoc and new tasks as required

Personal Specifications

Qualifications

- Relevant tertiary qualifications in finance, accounting or bookkeeping
- Studying towards CPA/CA and advantage

Skills, Knowledge & Experience

- Thorough understanding of the OzHarvest cause and values
- Strong MS Excel skills



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- Knowledge of Xero Accounting Software.
- Knowledge of Salesforce would be a benefit.
- Awareness & Analysis of financial statistics (maintain focus within team of all figures, targets, benchmarks and milestones)
- Ability to create and maintain long term business relationships with partners (accounting practices)
- Tenacious, rigorous and keen to take on full responsibility & accountability for the finance function
- Ability to manage out problems and seek cost effective solutions
- Demonstrated ability to add strategic value and forward planning knowledge to the business by continually driving and implementing best practice financial business reporting, practices and solutions
- Dependable and a committed individual who is able to manage their work load
- High attention to detail
- Excellent written and spoken communication skills

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm toward the purpose and values of OzHarvest
- Energetic, positive and proactive
- Ability to manage multiple stakeholders and multiple tasks
- Strong communications skills and the ability to build and nurture relationships
- Strong customer service approach
- Ability to work independently and effectively under pressure

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employees Name: _____

Signature: _____ **Date:** _____