



Experienced part-time bookkeeper required

About The Fathering Project We know that an effective father-figure has a profound impact on the health and wellbeing of a child. A child with an effective father or father-figure in their lives is significantly less at risk of harm; youth suicide, self-harm, substance abuse, crime, domestic violence, the list goes on... Everything we do at The Fathering Project is designed to help fathers and father-figures become more effective. We're responsive to the needs of kids and fathers today, and proactive in the prevention of issues in the future. We engage and inspire fathers and father-figures to think about their priorities and to elevate the importance of fathering in their lives and their children's lives, by encouraging fathers and father figure to Put Fathering First, for the benefit of their kids.

About the role

- Perth location
 - Approx. 20 hours / fortnight
 - \$35 per hour
 - Flexible hours and the opportunity to work from home or central office
- As an organisation we're currently undergoing a national expansion of our Dads Group and digital programs and we are seeking the services of an experienced bookkeeper to manage finances 20 hours per week (approx).

Duties

- Experience using MYOB
- Invoicing clients and managing debtors
- Reconciling creditors and managing payments
- Fortnightly payroll for 25 employees
- Reconciling bank accounts
- Preparing and lodging BAS and IAS
- Preparation and payment of Superannuation
- Preparing all end of month management accounts
- Managing donations
- Provision of data to enable the preparation of annual accounts, FBT returns and other statutory obligations to be met.
- Other tasks as directed by the CEO

Please forward your application to admin@thefatheringproject.org

Applications close : 5pm Friday 18 October