

Position description

Position Title:	Accounts Assistant
Team:	Support Services
Reports To:	Finance Manager
Direct Reports:	Nil
Position Type:	Fixed Term to 30 June 2026, Full Time
Required Hours:	38 hours per week
Location:	GIVIT Head Office, Milton or Remote (work from home office)
SCHADS Pay Level:	Level 2
Effective Date:	January 2025

Position summary

The purpose of the Accounts Assistant role is to provide high quality accounting support to the Finance Team. The role is responsible for the accurate and timely processing of donation, purchasing and expense transactions, and facilitating relief purchases.

GIVIT plays a key role in supporting individuals and communities experiencing hardship, including recovery after natural disasters. As a result, donations received and purchases to support communities and individuals in need, can increase dramatically with little notice. It is essential that the Accounts Assistant can work calmly, efficiently, and effectively.

The Accounts Assistant must be able to work both independently and collaboratively and follow company policies and procedures to support the position. Tasks require a very high level of accuracy and attention to detail, along with the ability to prioritise and meet required timeframes and deadlines. Collaboration across all teams within GIVIT is required for the role and the Accounts Assistant will be able to build relationships and communicate effectively with internal stakeholders across the organisation.

Key responsibilities

Function	Task
Accounts Receivable	<ul style="list-style-type: none"> Daily end to end processing of financial donations including: <ul style="list-style-type: none"> Reconcile daily online donations made on the GIVIT portal to donations recorded in MYOB, investigating any discrepancies. Enter financial donations received from all payment gateways, giving fund portals and direct bank transfer into MYOB and the GIVIT portal. Reconcile donations received via giving portals to analysis by appeal. Issue tax receipts for manual donations. Record tax invoices for pledged donations in MYOB. Ensure donations are cleared and reconciled weekly. Understand and keep abreast of the GIVIT portal appeals and the corresponding MYOB Job/Categories.

<p>Purchasing/ Accounts Payable</p>	<ul style="list-style-type: none"> • Daily end to end processing of relief purchases across all states within the GIVIT portal including: <ul style="list-style-type: none"> • Monitor and respond as required within the purchasing @ inbox and Microsoft Teams state purchasing chats • Prioritise relief purchase requests • Ensure all relief purchase requests are completed accurately and in full, returning to internal or external stakeholders if further information is required • Obtain all approvals as required and as per process • Source the best suppliers to efficiently fulfil orders as per GIVIT policies • Source supplier quotes • Source supplier invoices and ensure they meet requirements • Follow required filing processes for purchasing in SharePoint • Complete all required administration tasks relating to the purchasing process within the GIVIT portal • Assist with building/maintaining strong supplier relationships to enhance procurement activities and objectives • Record all relief payments in MYOB, including relief voucher purchases and reconcile to the purchase record in the GIVIT portal ensuring the GIVIT fund allocation and MYOB Job are consistent.
<p>Administration</p>	<ul style="list-style-type: none"> • Monitor and manage accounts@ inbox. • Respond to donation queries received via info@ • Manage and maintain required filing processes in One Drive. • Provide back up to monitor info@ inbox when required.
<p>Workplace culture</p>	<ul style="list-style-type: none"> • Display excellent work ethic and motivation to make a difference to people in need. • Role model GIVIT values and behaviors that demonstrate a high level of performance and integrity. • Actively participate in GIVIT office and online meetings and communications. • Follow GIVIT policies and procedures with pride. • Showing appreciation for charities, donors, supporters and volunteers.

Skills & knowledge

Qualifications, Experience and Technical

- Competent application of MYOB
- Competent application of Office 365 Suite

Personal

- Excellent work ethic
- Positive outlook and commitment to continuous improvement
- Outstanding attention to detail and time management skills

GIVIT

- Process driven with strong people skills
- High level communication, presentation and interpersonal skills
- Ability to work under pressure and to maintain composure in a fast paced and rapidly changing work environment
- A clear national police check

Business

- Demonstrates an ability to effectively and efficiently achieve outcomes to agreed timelines through excellent time management and communication skills
- Ability to multitask, think quickly and effectively in a small, dynamic work environment
- Ability to analyse, problem solve and make appropriate decisions for implementing solutions
- Consistently and proactively plan, organise, and implement work practices to ensure smooth process completion

Relationships/Teamwork

- Builds and maintains professional relationships with clients, employees, and external stakeholders
- Communicates well both verbally and in written form with all internal and external customers
- Proactively approaches and resolves conflict and seeks support/advice where necessary
- Demonstrates flexibility to adapt to different roles and undertake other responsibilities or activities
- Demonstrates a supportive approach to colleagues and their responsibilities
- A strong team player, willing to 'roll up your sleeves', to assist the full team to achieve its goals

GIVIT specific

- Demonstrates a willingness to adhere to GIVIT's policies, procedures and practices for self and others
- Great people skills that align with GIVIT's mission and the culture of the team
- Continually works towards adding value to GIVIT services for their stakeholders

When you join the GIVIT team you become part of the GIVIT Community. We look for people who value kindness and empathy; act with integrity and respect as well as support all without judgement, discrimination or bias. If you are looking for a workplace that values your life experiences, passion and desire to make a real difference locally and across Australia, then you belong in the GIVIT Community.