



Position Title	Bookkeeper / Office Administrator
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Location	Elsternwick Park, Glen Huntly Road, Elsternwick 3185
Reports to	CEO
Key Relationships	VAFA Staff VAFA Clubs
Department	Finance
Classification	Part Time
Date Prepared	1 February 2023
Date Updated	

Victorian Amateur Football Association Statement of Purpose	
The Victorian Amateur Football Association (VAFA) aspires to provide all stakeholders of the competition with an affordable, enjoyable and competitive game of Australian Rules football in a safe environment, whilst making a meaningful contribution to the community and to the development of the game.	
Overall Role	
The VAFA is Australia's oldest and largest football competition consisting of 70 clubs and 300+ teams competing in Men's senior, Women's senior and U19 competitions.	

The role is to:

- Ensure the efficient, timely and accurate processing, recording, and reporting of the Association's financial information, whilst also servicing the needs of management, staff, and customers, in providing for an efficient and positive office environment.

Required

- Tertiary qualification in accounting or relevant experience and/or education/training.
- Experience in managing office requirements including dealing with suppliers, service providers, club members.
- Experience in Xero accounting software.
- Excellent verbal and written communication skills, effectively interacting with directors, management/staff, club representatives, service providers/suppliers, corporate partners, Council, and other stakeholders.
- Experience in reconciling accounts, having a good eye for detail.
- Organisational skills to prioritise tasks.
- Excellent phone manner
- Working With Children Check

Desired

- An understanding of the VAFA competition.
- Experience working in similar organization.

Key Responsibilities – Finance

- Liaise with management/staff and the accounting team in raising of invoices for various VAFA services/goods, insurances, affiliation fees, events, fines etc. and processing creditor invoices.
- Manage all aspects of the debtors function through to collection.
- Manage all aspects of the creditors function through to payment.
- Ensure all payments/invoices are correct and received/paid in a timely manner.
- Liaise with the offshore accounting team to ensure the accurate recording and reporting of financial transactions / information.
- Manage club finance accounts and liaise with clubs to ensure all club debts and outstanding invoices are cleared at the end of each year.
- Reconcile annual Club affiliation fees and insurance expense
- Assist with financial information requirements of management/staff.
- Assist with the financial information requirements from auditors.
- Co-ordinate the annual collection of club financial statements.
- Liaise with Club contacts and maintain updated club account details with the changeover of committee members.

Key Responsibilities – Administration
<ul style="list-style-type: none"> • Collecting mail from the PO Box on a weekly basis. • Managing and scheduling office cleaning. • Liaising with Council and tenant clubs on venue usage and share of costs. • Liaise with utility suppliers, IT service providers and maintenance service providers as the key point of contact. • Managing stock levels of club equipment, office stationery and kitchen supplies and ordering new stock when necessary. • Notify warehouse of incoming stock deliveries.
Time Management
<ul style="list-style-type: none"> • Ability to effectively prioritise tasks to ensure delivery against key result areas • Capable of working to timelines.
Other Responsibilities
<ul style="list-style-type: none"> • Support ad hoc needs of Directors, CEO, staff with other office / financial related duties as required.

Prepared: February 1, 2023