



# Accountant

## Position overview

- Use your accounting know-how and support the Corporate Services functions.
- Full-time including Payroll/AP or Part-time (0.6) excluding these functions.
- Friendly office environment in Melbourne CBD location.
- Generous not-for-profit salary packaging and leave loading.

## About VACRO

VACRO is a highly-regarded non-profit organisation providing support for individuals charged with a criminal offence, offenders, and their families. VACRO also conducts community education, training, research and policy on the justice system.

## The opportunity

Your accounting and payroll expertise coupled with your strong organisational skills are essential to undertaking the day to day transactional activities of VACRO to ensure the timely and accurate processing of transactions to inform decision-making. This key role is also responsible for assisting with the insurance program plus administration and running of its office, building, equipment and fleet.

## Key selection criteria

- Tertiary accounting qualification and highly desirable with CPA/CA or progress towards.
- Sound knowledge of accounting standards, tax (GST, PAYG, FBT) and superannuation legislation.
- A minimum of 2 years' experience in processing accounting transactions including payroll, accounts payable, accounts receivable, fixed assets, journals and reconciliations.
- Experience preparing BAS and FBT returns.
- A good understanding of and experience in maintaining information technology systems.
- Strong working knowledge of MYOB and/or Xero. Experience with Calxa and/or Fathom would be desirable.
- Proficient in the Microsoft Office Suite; Excel, Word, Outlook and Powerpoint. Experience with Power Query and Power Pivot desirable.
- Strong organisational and record maintenance skills.
- Strong administration skills.

## What we offer

VACRO is an equal opportunity employer, dedicated to staff wellbeing. We provide extensive onboarding training and ongoing professional development for staff, amongst other benefits. This role is classified at Level 5 (pay point dependent on qualifications and experience) SCHADS 2010 Award.

## How to apply

The position description is available on our website at [www.vacro.org.au](http://www.vacro.org.au) under "Careers". In your application, please address the key selection criteria in this advertisement and include a current Resume. Direct any enquiries or forward your application to [recruitment@vacro.org.au](mailto:recruitment@vacro.org.au). Interviews will be held on a rolling basis so we encourage you to submit your application ASAP but by no later than 9.00am on Monday 9 September.

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