



Part-time Volunteer Bookkeeper - Position Description

Role: Volunteer Bookkeeper

Purpose

Support the Women's Spirit Project by maintaining accurate financial records and ensuring smooth bookkeeping processes.

Key Tasks

- Accounts payable & expense reimbursements (MYOB data entry)
- Accounts receivable & invoice generation
- Allocate income and expenses using JOBS in MYOB
- Reconcile bank statements (Bendigo, PayPal, Stripe/Raisely campaigns)
- Monitor funding and grant expenditure
- Assist with quarterly BAS preparation and financial acquittals
- Manage Chart of Accounts and set up new contacts in MYOB
- Maintain cloud filing system (SharePoint)
- Attend occasional committee meetings and WSP events as required

Time Commitment

- Approx. 2 hours per week (12 hours per month)
- Flexible hours, remote-friendly, with some attendance at events or meetings

Skills & Experience

- Experience with MYOB, banking platforms and reconciliations
- Basic knowledge of ATO and BAS requirements
- Strong attention to detail and organisation
- Commitment to WSP's mission of inspiring and empowering women through transformation

Support & Reporting

Reports to the **Treasurer** and **Managing Director**.

Works closely with the Operations Team.
